

State of Hawaii  
Department of Health  
Alcohol and Drug Abuse Division  
Prevention Branch

## Request for Proposals

# RFP No. HTH 440-17-16BG-PFS Community Coalitions' Implementation of the Strategic Prevention Framework and Environmental Prevention Strategies to Address Underage Drinking

Date Issued  
December 9, 2015

Date Due  
January 15, 2016

**Note:** *It is the applicant's responsibility to check the public procurement notice website, the request for proposals website, or to contact the RFP point-of-contact identified in the RFP for any addenda issued to this RFP. The State shall not be responsible for any incomplete proposal submitted as a result of missing addenda, attachments or other information regarding the RFP.*

December 9, 2015

**REQUEST FOR PROPOSALS**

**COMMUNITY COALITIONS' IMPLEMENTATION OF THE STRATEGIC  
PREVENTION FRAMEWORK AND ENVIRONMENTAL PREVENTION  
STRATEGIES TO ADDRESS UNDERAGE DRINKING  
RFP No. HTH 440-17-16BG-PFS**

The Department of Health, Alcohol and Drug Abuse Division, Prevention Branch, is requesting proposals from qualified applicants for community coalitions to implement the Strategic Prevention Framework and environmental prevention strategies to address underage drinking. The contract term will be from July 1, 2016 through June 30, 2018. Multiple contracts will be awarded under this request for proposals.

Proposals shall be postmarked by the United States Postal Service on or before January 15, 2016, and received no later than 10 days from the submittal deadline. Hand delivered proposals shall be received no later than 4:30 p.m., Hawaii Standard Time (HST), on January 15, 2016, at the drop-off site designated on the Proposal Mail-in and Delivery Information Sheet. Proposals postmarked or hand delivered after the submittal deadline shall be considered late and rejected. There are no exceptions to this requirement.

The Alcohol and Drug Abuse Division will conduct an orientation on December 17, 2015 from 9:00 a.m. to 1:00 p.m. HST, at 601 Kamokila Boulevard, Room 577 A/B, Honolulu, Hawaii, 96707. All prospective applicants are encouraged to attend the orientation. Participation in the RFP Orientation meeting is not required to submit a proposal for this or any future solicitation the purchasing agency may issue.

The deadline for submission of written questions is 4:30 p.m., HST, on December 18, 2015. All written questions will receive a written response from the State by December 22, 2015.

Any inquiries and requests regarding this RFP should be directed to Karla Filibeck at 601 Kamokila Boulevard, Suite 360, Honolulu, Hawaii 96707, telephone: (808) 692-7533, fax: (808) 692-7521, e-mail: [karla.filibeck@doh.hawaii.gov](mailto:karla.filibeck@doh.hawaii.gov).

## PROPOSAL MAIL-IN AND DELIVERY INFORMATION SHEET

**NUMBER OF COPIES TO BE SUBMITTED:** 1 original and 3 copies

ALL MAIL-INS SHALL BE POSTMARKED BY THE UNITED STATES POSTAL SERVICE (USPS) NO LATER THAN **January 15, 2016** and received by the state purchasing agency no later than **10 days from the submittal deadline**.

### All Mail-ins

Department of Health  
Alcohol and Drug Abuse Division  
Prevention Branch  
601 Kamokila Boulevard, Suite 360  
Kapolei, HI 96707

### Department of Health RFP Coordinator

Karla Filibeck  
Program Specialist  
Phone: 808-692-7533  
Fax: 808-692-7521  
Email: karla.filibeck@doh.hawaii.gov

ALL HAND DELIVERIES SHALL BE ACCEPTED AT THE FOLLOWING SITE UNTIL **4:30 P.M., Hawaii Standard Time (HST)**, January 15, 2016. Deliveries by private mail services such as FEDEX shall be considered hand deliveries. Hand deliveries shall not be accepted if received after 4:30 p.m., January 15, 2016.

### Drop-off Site

Department of Health  
Alcohol and Drug Abuse Division  
Prevention Branch  
601 Kamokila Boulevard, Suite 360  
Kapolei, Hawaii 96707

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# **Section 1**

## **Administrative Overview**

# Section 1

## Administrative Overview

**Applicants are encouraged to read each section of the RFP thoroughly. While sections such as the administrative overview may appear similar among RFPs, state purchasing agencies may add additional information as applicable. It is the responsibility of the applicant to understand the requirements of *each* RFP.**

### 1.1 Procurement Timetable

**Note that the procurement timetable represents the State's best estimated schedule. If an activity on this schedule is delayed, the rest of the schedule will likely be shifted by the same number of days. Contract start dates may be subject to the issuance of a notice to proceed.**

<u>Activity</u>	<u>Scheduled Date</u>
Public notice announcing Request for Proposals (RFP)	December 9, 2015
Distribution of RFP	December - January
RFP orientation session	December 17, 2015
Closing date for submission of written questions for written responses	December 18, 2015
State purchasing agency's response to applicants' written questions	December 22, 2015
Discussions with applicant prior to proposal submittal deadline (optional)	December - January
Proposal submittal deadline	January 15, 2016
Discussions with applicant after proposal submittal deadline (optional)	TBD
Final revised proposals (optional)	TBD
Proposal evaluation period	January - February
Provider selection	February - March
Notice of statement of findings and decision	March - April
Contract start date	July 1, 2016 or Notice to Proceed

## 1.2 Website Reference

Item	Website
1 Procurement of Health and Human Services	<a href="http://spo.hawaii.gov/for-vendors/vendor-guide/methods-of-procurement/health-human-services/competitive-purchase-of-services-procurement-method/cost-principles-table-hrs-chapter-103f-2/">http://spo.hawaii.gov/for-vendors/vendor-guide/methods-of-procurement/health-human-services/competitive-purchase-of-services-procurement-method/cost-principles-table-hrs-chapter-103f-2/</a>
2 RFP website	<a href="http://hawaii.gov/spo2/health/rfp103f/">http://hawaii.gov/spo2/health/rfp103f/</a>
3 Hawaii Revised Statutes (HRS) and Hawaii Administrative Rules (HAR) for Purchases of Health and Human Services	<a href="http://spo.hawaii.gov">http://spo.hawaii.gov</a> Click on the “References” tab.
4 General Conditions, AG-103F13	<a href="http://hawaii.gov/forms/internal/department-of-the-attorney-general/ag-103f13-1/view">http://hawaii.gov/forms/internal/department-of-the-attorney-general/ag-103f13-1/view</a>
5 Forms	<a href="http://spo.hawaii.gov">http://spo.hawaii.gov</a> Click on the “Forms” tab.
6 Cost Principles	<a href="http://spo.hawaii.gov">http://spo.hawaii.gov</a> Search: Keywords “Cost Principles”
7 Protest Forms/Procedures	<a href="http://spo.hawaii.gov/for-vendors/vendor-guide/protests-for-health-and-human-services/">http://spo.hawaii.gov/for-vendors/vendor-guide/protests-for-health-and-human-services/</a>
8 Hawaii Compliance Express (HCE)	<a href="http://spo.hawaii.gov/hce/">http://spo.hawaii.gov/hce/</a>
9 Hawaii Revised Statutes	<a href="http://capitol.hawaii.gov/hrscurrent">http://capitol.hawaii.gov/hrscurrent</a>
10 Department of Taxation	<a href="http://tax.hawaii.gov">http://tax.hawaii.gov</a>
11 Department of Labor and Industrial Relations	<a href="http://labor.hawaii.gov">http://labor.hawaii.gov</a>
12 Department of Commerce and Consumer Affairs, Business Registration	<a href="http://cca.hawaii.gov">http://cca.hawaii.gov</a> click “Business Registration”
13 Campaign Spending Commission	<a href="http://ags.hawaii.gov/campaign/">http://ags.hawaii.gov/campaign/</a>
14 Internal Revenue Service	<a href="http://www.irs.gov/">http://www.irs.gov/</a>
<b>(Please note: website addresses may change from time to time. If a State link is not active, try the State of Hawaii website at <a href="http://hawaii.gov">http://hawaii.gov</a>)</b>	

## 1.3 Authority

This RFP is issued under the provisions of the Hawaii Revised Statutes (HRS) Chapter 103F and its administrative rules. All prospective applicants are charged with presumptive knowledge of all requirements of the cited authorities. Submission of a valid executed proposal by any prospective applicant shall constitute admission of such knowledge on the part of such prospective applicant.

## 1.4 RFP Organization

This RFP is organized into five sections:

**Section 1, Administrative Overview:** Provides applicants with an overview of the procurement process.

**Section 2, Service Specifications:** Provides applicants with a general description of the tasks to be performed, delineates provider responsibilities, and defines deliverables (as applicable).

**Section 3, Proposal Application Instructions:** Describes the required format and content for the proposal application.

**Section 4, Proposal Evaluation:** Describes how proposals will be evaluated by the state purchasing agency.

**Section 5, Attachments:** Provides applicants with information and forms necessary to complete the application.

## 1.5 Contracting Office

The Contracting Office is responsible for overseeing the contract(s) resulting from this RFP, including system operations, fiscal agent operations, and monitoring and assessing provider performance. The Contracting Office is:

Department of Health  
Alcohol and Drug Abuse Division  
Kakuhihewa Building  
601 Kamokila Boulevard, Suite 360  
Kapolei, HI 96707  
Phone: (808) 692-7517  
Fax: (808) 692-7521

## 1.6 RFP Point-of-Contact

From the release date of this RFP until the selection of the successful provider(s), any inquiries and requests shall be directed to the sole point-of-contact identified below.

Karla Filibeck  
Program Specialist  
Alcohol and Drug Abuse Division  
Prevention Branch  
Phone: 808-692-7533  
Email: karla.filibeck@doh.hawaii.gov

## 1.7 Orientation

An orientation for applicants in reference to the request for proposals will be held as follows:

**Date:** December 17, 2015      **Time:** 9:00 am – 1:00 pm  
**Location:** Kakuhihewa Building  
601 Kamokila Boulevard, Room 577A/B  
Kapolei, Hawaii 96707

Applicants are encouraged to submit written questions prior to the orientation. Impromptu questions will be permitted at the orientation and spontaneous answers provided at the state purchasing agency's discretion. However, answers provided at the orientation are only intended as general direction and may not represent the state purchasing agency's position. Formal official responses will be provided in writing. To ensure a written response, any oral questions should be submitted in writing following the close of the orientation, but no later than the submittal deadline for written questions indicated in the subsection 1.8, Submission of Questions.

## 1.8 Submission of Questions

Applicants may submit questions to the RFP point-of-contact identified in Section 1.6. Written questions should be received by the date and time specified in Section 1.1 Procurement Timetable. The purchasing agency will respond to written questions by way of an addendum to the RFP.

Deadline for submission of written questions:

**Date:** December 18, 2015      **Time:** 4:30 PM      HST

State agency responses to applicant written questions will be provided by:

**Date:** December 22, 2015

## 1.9 Submission of Proposals

- A. **Forms/Formats** - Forms, with the exception of program specific requirements, may be found on the State Procurement Office website referred to in Section 1.2, Website Reference. Refer to the Section 5, Proposal Application Checklist for the location of program specific forms.
1. **Proposal Application Identification (Form SPOH-200).** Provides applicant proposal identification.
  2. **Proposal Application Checklist.** The checklist provides applicants specific program requirements, reference and location of required RFP proposal forms, and the order in which all proposal components should be collated and submitted to the state purchasing agency.

3. **Table of Contents.** A sample table of contents for proposals is located in Section 5, Attachments. This is a sample and meant as a guide. The table of contents may vary depending on the RFP.
  4. **Proposal Application (Form SPOH-200A).** Applicants shall submit comprehensive narratives that address all proposal requirements specified in Section 3, Proposal Application Instructions, including a cost proposal/budget, if required.
- B. **Program Specific Requirements.** Program specific requirements are included in Sections 2 and 3, as applicable. Required Federal and/or State certifications are listed on the Proposal Application Checklist in Section 5.
- C. **Multiple or Alternate Proposals.** Multiple or alternate proposals shall not be accepted unless specifically provided for in Section 2. In the event alternate proposals are not accepted and an applicant submits alternate proposals, but clearly indicates a primary proposal, it shall be considered for award as though it were the only proposal submitted by the applicant.
- D. **Provider Compliance.** All providers shall comply with all laws governing entities doing business in the State.
- **Tax Clearance.** Pursuant to HRS §103-53, as a prerequisite to entering into contracts of \$25,000 or more, providers are required to have a tax clearance from the Hawaii State Department of Taxation (DOTAX) and the Internal Revenue Service (IRS). Refer to Section 1.2, Website Reference for DOTAX and IRS website address.
  - **Labor Law Compliance.** Pursuant to HRS §103-55, providers shall be in compliance with all applicable laws of the federal and state governments relating to workers' compensation, unemployment compensation, payment of wages, and safety. Refer to Section 1.2, Website Reference for the Department of Labor and Industrial Relations (DLIR) website address.
  - **Business Registration.** Prior to contracting, owners of all forms of business doing business in the state except sole proprietorships, charitable organizations, unincorporated associations and foreign insurance companies shall be registered and in good standing with the Department of Commerce and Consumer Affairs (DCCA), Business Registration Division. Foreign insurance companies must register with DCCA, Insurance Division. More information is on the DCCA website. Refer to Section 1.2, Website Reference for DCCA website address.

Providers may register with Hawaii Compliance Express (HCE) for online compliance verification from the DOTAX, IRS, DLIR, and DCCA. There is a nominal annual registration fee (currently \$12) for the service. The HCE's online "Certificate of Vendor Compliance" provides the registered provider's current compliance status as of the issuance date, and is accepted for both contracting and

final payment purposes. Refer to Section 1.2, Website Reference, for HCE's website address.

Providers not utilizing the HCE to demonstrate compliance shall provide paper certificates to the purchasing agency. All applications for applicable clearances are the responsibility of the providers. All certificates must be valid on the date it is received by the purchasing agency. The tax clearance certificate shall have an original green certified copy stamp and shall be valid for six months from the most recent approval stamp date on the certificate. The DLIR certificate is valid for six months from the date of issue. The DCCA certificate of good standing is valid for six months from date of issue.

- E. **Wages Law Compliance.** If applicable, by submitting a proposal, the applicant certifies that the applicant is in compliance with HRS §103-55, Wages, hours, and working conditions of employees of contractors performing services. Refer to Section 1.2, Website Reference for statutes and DLIR website address.
- F. **Campaign Contributions by State and County Contractors.** HRS §11-355 prohibits campaign contributions from certain State or county government contractors during the term of the contract if the contractors are paid with funds appropriated by a legislative body. Refer to Section 1.2, Website Reference for statutes and Campaign Spending Commission website address.
- G. **Confidential Information.** If an applicant believes any portion of a proposal contains information that should be withheld as confidential, the applicant shall request in writing nondisclosure of designated proprietary data to be confidential and provide justification to support confidentiality. Such data shall accompany the proposal, be clearly marked, and shall be readily separable from the proposal to facilitate eventual public inspection of the non-confidential sections of the proposal.

*Note that price is not considered confidential and will not be withheld.*

- H. **Proposal Submittal.** All mail-ins shall be postmarked by the United States Postal System (USPS) and received by the State purchasing agency no later than the submittal deadline indicated on the attached Proposal Mail-in and Delivery Information Sheet, or as amended. All hand deliveries shall be received by the State purchasing agency by the date and time designated on the Proposal Mail-In and Delivery Information Sheet, or as amended. Proposals shall be rejected when:
1. Postmarked after the designated date; or
  2. Postmarked by the designated date but not received within 10 days from the submittal deadline; or
  3. If hand delivered, received after the designated date and time.

The number of copies required is located on the Proposal Mail-In and Delivery Information Sheet. Deliveries by private mail services such as FEDEX shall be considered hand deliveries and shall be rejected if received after the submittal deadline. Dated USPS shipping labels are not considered postmarks.

## 1.10 Discussions with Applicants

- A. **Prior to Submittal Deadline.** Discussions may be conducted with potential applicants to promote understanding of the purchasing agency's requirements.
- B. **After Proposal Submittal Deadline.** Discussions may be conducted with applicants whose proposals are determined to be reasonably susceptible of being selected for award, but proposals may be accepted without discussions, in accordance with HAR §3-143-403.

## 1.11 Opening of Proposals

Upon the state purchasing agency's receipt of a proposal at a designated location, proposals, modifications to proposals, and withdrawals of proposals shall be date-stamped, and when possible, time-stamped. All documents so received shall be held in a secure place by the state purchasing agency and not examined for evaluation purposes until the submittal deadline.

Procurement files shall be open to public inspection after a contract has been awarded and executed by all parties.

## 1.12 Additional Materials and Documentation

Upon request from the state purchasing agency, each applicant shall submit additional materials and documentation reasonably required by the state purchasing agency in its evaluation of the proposals.

## 1.13 RFP Amendments

The State reserves the right to amend this RFP at any time prior to the closing date for final revised proposals.

## 1.14 Final Revised Proposals

If requested, final revised proposals shall be submitted in the manner and by the date and time specified by the state purchasing agency. If a final revised proposal is not submitted, the previous submittal shall be construed as the applicant's final revised proposal. *The applicant shall submit **only** the section(s) of the proposal that are amended, along with the Proposal Application Identification Form (SPOH-200).* After final revised proposals are received, final evaluations will be conducted for an award.

## 1.15 Cancellation of Request for Proposal

The RFP may be canceled and any or all proposals may be rejected in whole or in part, when it is determined to be in the best interest of the State.

## 1.16 Costs for Proposal Preparation

Any costs incurred by applicants in preparing or submitting a proposal are the applicants' sole responsibility.

## 1.17 Provider Participation in Planning

Provider(s), awarded a contract resulting from this RFP,

are required

are not required

to participate in the purchasing agency's future development of a service delivery plan pursuant to HRS §103F-203.

Provider participation in a state purchasing agency's efforts to plan for or to purchase health and human services prior to the release of a RFP, including the sharing of information on community needs, best practices, and providers' resources, shall not disqualify providers from submitting proposals, if conducted in accordance with HAR §§3-142-202 and 3-142-203.

## 1.18 Rejection of Proposals

The State reserves the right to consider as acceptable only those proposals submitted in accordance with all requirements set forth in this RFP and which demonstrate an understanding of the problems involved and comply with the service specifications. Any proposal offering any other set of terms and conditions contradictory to those included in this RFP may be rejected without further notice.

A proposal may be automatically rejected for any one or more of the following reasons:

- (1) Rejection for failure to cooperate or deal in good faith. (HAR §3-141-201)
- (2) Rejection for inadequate accounting system. (HAR §3-141-202)
- (3) Late proposals (HAR §3-143-603)
- (4) Inadequate response to request for proposals (HAR §3-143-609)
- (5) Proposal not responsive (HAR §3-143-610(a)(1))
- (6) Applicant not responsible (HAR §3-143-610(a)(2))

## 1.19 Notice of Award

A statement of findings and decision shall be provided to each responsive and responsible applicant by mail upon completion of the evaluation of competitive purchase of service proposals.

Any agreement arising out of this solicitation is subject to the approval of the Department of the Attorney General as to form, and to all further approvals, including the approval of the Governor, required by statute, regulation, rule, order or other directive.

No work is to be undertaken by the provider(s) awarded a contract prior to the contract commencement date. The State of Hawaii is not liable for any costs incurred prior to the official starting date.

## 1.20 Protests

Pursuant to HRS §103F-501 and HAR Chapter 148, an applicant aggrieved by an award of a contract may file a protest. The Notice of Protest form, SPOH-801, and related forms are available on the SPO website. Refer to Section 1.2, Website Reference for website address. Only the following matters may be protested:

- (1) A state purchasing agency's failure to follow procedures established by Chapter 103F of the Hawaii Revised Statutes;
- (2) A state purchasing agency's failure to follow any rule established by Chapter 103F of the Hawaii Revised Statutes; and
- (3) A state purchasing agency's failure to follow any procedure, requirement, or evaluation criterion in a request for proposals issued by the state purchasing agency.

The Notice of Protest shall be postmarked by USPS or hand delivered to 1) the head of the state purchasing agency conducting the protested procurement and 2) the procurement officer who is conducting the procurement (as indicated below) within five working days of the postmark of the Notice of Findings and Decision sent to the protestor. Delivery services other than USPS shall be considered hand deliveries and considered submitted on the date of actual receipt by the state purchasing agency.

<b>Head of State Purchasing Agency</b>	<b>Procurement Officer</b>
Name: Virginia Pressler, M.D.	Name: Edward Mersereau, LCSW, CSAC
Title: Director of Health	Title: Chief, Alcohol and Drug Abuse Division
Mailing Address: State of Hawaii Department of Health P.O. Box 3378 Honolulu, HI 96801	Mailing Address: Department of Health Alcohol and Drug Abuse Division 601 Kamokila Blvd., Ste. 360 Kapolei, HI 96707
Business Address: State of Hawaii Department of Health 1250 Punchbowl St. Honolulu, HI 96813	Business Address: Department of Health Alcohol and Drug Abuse Division 601 Kamokila Blvd., Ste. 360 Kapolei, HI 96707

## 1.21 Availability of Funds

The award of a contract and any allowed renewal or extension thereof, is subject to allotments made by the Director of Finance, State of Hawaii, pursuant to HRS Chapter 37, and subject to the availability of State and/or Federal funds.

## **1.22 General and Special Conditions of Contract**

The general conditions that will be imposed contractually are on the SPO website. Special conditions may also be imposed contractually by the state purchasing agency, as deemed necessary.

## **1.23 Cost Principles**

To promote uniform purchasing practices among state purchasing agencies procuring health and human services under HRS Chapter 103F, state purchasing agencies will utilize standard cost principles as outlined on the SPO website. Refer to Section 1.2 Website Reference for website address. Nothing in this section shall be construed to create an exemption from any cost principle arising under federal law.

# **Section 2**

## **Service Specifications**

## Section 2

# Service Specifications

### 2.1 Introduction

#### A. Overview, purpose or need

The mission of the Alcohol and Drug Abuse Division (ADAD) is to provide the leadership for the development and delivery of quality substance abuse prevention, intervention and treatment services for the residents of the State of Hawaii. ADAD's goal is to prevent and reduce the severity and disabling effects related to alcohol and other drug use, abuse and dependence by assuring an effective, accessible public and private community-based system of prevention services designed to empower individuals and communities to make health-enhancing choices regarding the use of alcohol and other drugs. To this end, ADAD plans and coordinates services, provides technical assistance, conducts needs assessments, and establishes mechanisms for training, data collection, research and evaluation to ensure that statewide substance abuse resources are utilized in the most effective and efficient manner possible to support community efforts to reduce the use of alcohol, tobacco and other drugs among children and youth and other at-risk populations.

#### *The Strategic Prevention Framework*

Since receiving a State Incentive Grant (SIG) in 2005 from the U.S. Department of Health and Human Services (DHHS), Substance Abuse and Mental Health Services Administration (SAMHSA), Center for Substance Abuse Prevention (CSAP), ADAD has been exploring the Strategic Prevention Framework (SPF), a structured planning process that can be applied to prevention systems at both the state and local level. Focused on systems development, the SPF reflects a public health, or community-based, data-driven approach to selecting and delivering effective prevention interventions appropriate for the community. Such an approach identifies problems to be prioritized, who is affected most by the problems, why the problems are occurring (contributing factors), and what programs, practices, and policies are most effective in addressing these problems and contributing factors.

The SPF is a five-step process that includes 1) Assessment, 2) Capacity Building, 3) Planning, 4) Implementation, and 5) Evaluation. These steps are guided by the principles of cultural competence and sustainability, and each step contains key milestones and products that are essential to the validity of the process. Through implementation of the SPF, underage drinking was identified as a prevention priority statewide, and ADAD has directed available prevention resources to services and activities to address this priority and related issues and contributing factors. Please refer to SAMHSA's website for more information about the SPF: <http://www.samhsa.gov/spf>.

### *Funding Resources*

Both state and federal resources are utilized to procure substance abuse prevention services to meet Hawaii's needs. ADAD is the designated single state authority to apply for and expend federal Substance Abuse Prevention and Treatment Block Grant (SABG) funds administered under Public Law 102-321 by SAMHSA. A minimum of twenty percent (20%) of the SABG received by ADAD is to be designated for substance abuse prevention implemented by strategies identified by CSAP (see Section 5, Attachment I) to populations categorized by the Institute of Medicine (IOM) as Universal, Selected, and Indicated. Refer to *Mapping Interventions to Different Levels of Risk*, available on SAMHSA's website, for more information on the IOM categories: <http://www.samhsa.gov/capt/sites/default/files/resources/mapping-interventions-different-level-risks.pdf>.

Additionally, ADAD was awarded federal discretionary funds by CSAP through the Strategic Prevention Framework Partnerships for Success 2013 (SPF-PFS) grant. The goal of the five (5)-year award is specifically to address the state's identified priority of underage drinking and to improve the substance abuse prevention infrastructure and prevention system in Hawaii.

This Request for Proposals (RFP) is focused on supporting community coalitions to prevent and reduce the use of alcohol, tobacco, and other drugs among youth ages 12-17 and young adults ages 18-20 as well as their families and communities. Successful coalitions are composed of a diverse group of individuals who reflect the demographics of the community and agree to work toward common goals. ADAD is seeking coalitions to implement the SPF to address underage drinking and, subject to funding requirements, may allow coalitions to also select a second substance abuse priority if they choose and collect the local data to justify doing so.

Awards issued as a result of this RFP will promote coordination and leverage community resources and services, expand prevention approaches, improve the quality of comprehensive community-based prevention efforts and prevent substance use through the implementation of the SPF and environmental prevention strategies.

#### **B. Planning activities conducted in preparation for this RFP**

The initial Request for Information (RFI) related to the SPF-PFS grant funds was issued April 16, 2013 and a meeting was conducted April 19, 2013 in Honolulu. ADAD desired feedback and information regarding SPF implementation, priorities, challenges, and resources within communities and agencies to guide the development of the proposal submitted to SAMHSA and the implementation of the SPF-PFS project if ADAD was successfully awarded. More than fifteen people representing multiple communities contributed ideas and suggestions that were incorporated into the application and considered in the planning for the current solicitation.

A subsequent RFI was opened on July 9, 2015 to receive comments and data to inform and guide the development of the current RFP to promote a statewide, culturally appropriate, comprehensive substance abuse prevention system of services to meet the needs of Hawaii's communities. RFI meetings were held in each county during the month of July to gather input regarding the feasibility, practicality, readiness, anticipated costs, challenges, and/or interest in providing services to address substance abuse prevention needs. More than twenty-seven attendees representing public agencies and non-profit community-based organizations provided feedback related to their definitions of community, identified priorities, and the current capacity of communities to address the components of the SPF, the CSAP strategies, and to implement evidence-based programs and strategies to address substance use/abuse issues and priorities. Comments, suggestions and other feedback were also sent to ADAD via email and fax and are available upon request.

In conjunction with the RFI, priority issues to be addressed in this RFP were also influenced by past reports and available data. ADAD considered recommendations made in the *2013 Strategic Prevention Framework State Incentive Grant (SPF-SIG) Final Evaluation Report* and follow up consultation. The Hawaii State Epidemiology Outcomes Workgroup (SEOW) also provided state and county epidemiological profiles using available data related to youth and adult use of alcohol and other drugs from the past several years. As first identified during the SPF-SIG grant period and further supported by the findings of the SEOW, underage drinking remains a substance abuse prevention priority. Alcohol use is more prevalent among youth ages 12-17 and young adults ages 18-20 than any other substance. According to the Youth Risk Behavior Survey (YRBS), 38.4% of 12<sup>th</sup> grade students, 25.7% of 11<sup>th</sup> grade students, 19.3% of 10<sup>th</sup> grade students, and 18.3% of 9<sup>th</sup> grade students reported having at least one drink of alcohol in the past 30 days in 2013.

**C. Description of the service goals**

The goal of the requested service is to build the capacity of community coalitions throughout the state of Hawaii to implement the SPF and environmental prevention strategies to prevent and reduce underage drinking, other substance abuse and related problems among youth ages 12-17 and young adults ages 18-20.

**D. Description of the target population to be served**

The primary target population for this RFP are at-risk youth ages 12-17 and young adults ages 18-20, especially the following subpopulations:

- Children and youth whose parents are substance abusers;
- Victims of physical, sexual, or psychological abuse;
- Children and youth who have experienced academic difficulties or chronic failure in school;
- Pregnant women and youth at risk of pregnancy;

- Children, youth and families who are economically disadvantaged;
- Children, youth and families who have committed or are at risk of committing a violent or delinquent act;
- Children, youth and families who have experienced mental health problems;
- Children, youth and families who are physically disabled;
- Children, youth and families who recently arrived immigrant populations;
- Youth at risk for suicide;
- Lesbian, Bisexual, Gay, Transgender, Questioning, and In transition individuals (LBGTQI);
- Homeless children, youth and families;
- Military personnel and dependents; and
- Native Hawaiian.

In each contract year, a minimum of thirty percent (30%) of the funds in each SABG funded contract shall be spent for services to Native Hawaiians. The APPLICANT may recommend to ADAD increasing or decreasing the minimum of 30%, based on information provided by the APPLICANT to ADAD on the target population(s) and/or geographical area(s) to be served. ADAD reserves the right to accept or not accept the APPLICANT's recommendation after reviewing the information provided by the APPLICANT. After consultation with the APPLICANT, ADAD also reserves the right to set the percentage at a level that is different from the thirty percent (30%) minimum or the percentage recommended by the APPLICANT.

Secondary target populations for this RFP include those that directly or indirectly impact the primary target population. Community coalitions must engage representatives from multiple sectors of the community to implement the SPF and environmental prevention strategies, including: youth and young adults; youth-serving organizations; parents; businesses; media; schools; law enforcement; faith-based organizations; civic and volunteer groups; healthcare professionals; state, local or tribal agencies with expertise in substance abuse or related issues; and other organizations involved in addressing substance abuse.

**E. Geographic coverage of service**

Service areas for this RFP include geographic communities at the local, regional and/or state level. For example, a community may be defined by zip code, census designated place (CDP), school complex area, region, island, county or state.

**F. Probable funding amounts, source, and period of availability**

An estimated annual amount of approximately \$1,800,000 of federal funds is anticipated to be available statewide. The sources of federal funds are the SPF-PFS Grant (CFDA 93.243) and SABG (CFDA 93.959). While no exact funding amounts have been pre-determined, ADAD anticipates each award to be

approximately \$125,000 per year. Anticipated funding amounts stated in this RFP are estimated based on current resource allocations.

**Period of Availability:**

July 1, 2016 – June 30, 2017 Approximately \$1,800,000

July 1, 2017 – June 30, 2018 Approximately \$1,800,000

Non-profit organizations, including faith-based organizations, are eligible for this particular funding opportunity. If a community coalition is not eligible to apply through this RFP, it must partner with a “fiscal agent” that meets the eligibility requirements. Government agencies are not eligible for this particular funding opportunity.

Funding is contingent upon the availability of funds. ADAD anticipates funding each awarded APPLICANT for two (2) years. Contracts may be extended for up to two (2) additional twelve (12) month periods pending availability of funds. It is important to note that funding amounts when executing actual contract awards may be significantly different from the stated anticipated funding amounts due to evolving budgetary circumstances. ADAD reserves the right to increase or decrease funds at its discretion to best meet the needs of the State as well as to operate within budgetary limitations. Options for renewal or extension shall be based on satisfactory performance of the contracted service(s), the availability of funds to continue the service(s), and if the State determines that the service(s) are still needed.

ADAD reserves the right to make awards based on the uniqueness and appropriateness of the proposals in addressing prevention issues of specific communities and the best configuration of prevention services statewide. Should an inadequate number of responsive and responsible proposals be submitted for this RFP or should sufficient monies be available, ADAD reserves the right to allocate additional funds to those APPLICANTS who have submitted acceptable proposals.

**NOTE:**

ADAD reserves the right to reallocate the above amounts to other ADAD funded organizations if at any time after three (3) months into each fiscal year there is a monthly pattern of poor or low performance, or underutilization of funds such that it appears the provider will not be able to expend all allocated funds by the end of each fiscal year. The criteria used for the reallocation of funds shall be determined by ADAD at its discretion in order to best meet the needs of the State.

The APPLICANT may request a maximum of one-twelfth (1/12) of the total award for the first year to be advanced, upon completion of an executed contract and the submission of an invoice requesting the advancement of funds.

If an APPLICANT materially fails to comply with the terms and conditions of the contract, ADAD may, as appropriate under the circumstances:

- Temporarily withhold payments pending correction of any deficiency or because of non-submission of a report by the APPLICANT;
- Disallow all or part of the invoice submitted by the APPLICANT; and/or
- Suspend or terminate the contract.

The APPLICANT may submit to ADAD proposals for requested contract amendments or any changes affecting the scope of services, target population, time of performance, and total funds, but such requests must be approved in writing before changes can be made. Proposals shall be submitted no later than four (4) months prior to the end of each contract year, unless prior approval is given by ADAD.

ADAD reserves the right to make modifications to any section of the service contract, including but not limited to, the scope of services, target population, time of performance, geographic service areas and total award amounts that it is unable to anticipate currently. There may be unique circumstances, which may require these modifications be made in order to continue programs, improve services, as well as adjust to evolving budgetary circumstances. Additionally, ADAD reserves the right to increase or decrease funds at its discretion in order to best meet the needs of the state as well as operate within budgetary limitations.

ADAD will not reimburse APPLICANTS for any costs associated with submitting any proposals.

## **2.2 Contract Monitoring and Evaluation**

The criteria by which the performance of the contract will be monitored and evaluated are:

- (1) Performance/Outcome Measures
- (2) Output Measures
- (3) Quality of Care/Quality of Services
- (4) Financial Management
- (5) Administrative Requirements
- (6) Program Reports
- (7) Fiscal Reports

## **2.3 General Requirements**

### **A. Specific qualifications or requirements, including but not limited to licensure or accreditation**

All APPLICANTS shall complete and submit the Certifications and Assurances contained in Section 5, Attachments E and F of this RFP with its proposal.

Please note that as budgetary circumstances change, ADAD reserves the right to change the anticipated source of funds to support needed program and services.

If awarded a contract, the APPLICANT shall:

1. Comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 45 CFR Part 75, effective as of December 26, 2014. Please refer to SAMHSA's website for more information: <http://www.samhsa.gov/grants/grants-management/policies-regulations/requirements-principles>.
2. Arrange for financial and compliance audits to be done and submitted to ADAD as directed in accordance with the above regulations if the APPLICANT expends \$750,000 or more in federal funds in a year.
3. Provide its most recent audited Financial Statement.
  - a) APPLICANTS shall not use funds for major capital improvements or other costs listed as unallowable in Chapter 103F, HRS, Cost Principles for Purchases of Health and Human Services identified in SPO-H-201 (revised 9/11), which can be found on the State Procurement Office (SPO) website: <http://hawaii.gov/spo/spoh/for-private-providers/forms-and-instructions-for-private-providers-APPLICANTS/costprinciples.PDF>.
  - b) Reconcile the amount of an advanced payment by the fifth (5<sup>th</sup>) month of the first year of the contract should such an advancement occur.
  - c) Refund to the ADAD any funds unexpended or expended inappropriately.
  - d) Assure under the actual expenditure method of reimbursement, that all equipment and unused supplies and materials purchased with funds paid to it shall become the property of ADAD upon completion or termination of the contract.
  - e) Assure under the actual performance method of reimbursement, that program income and/or surplus earned during the contract shall be used to further the program objectives, subject to audit verification by ADAD.
4. Obtain from a company authorized by law to issue such insurance in the State of Hawaii commercial general liability insurance ("liability insurance") in an amount not less than ONE MILLION DOLLARS (\$1,000,000) PER OCCURANCE and TWO MILLION DOLLARS (\$2,000,000) IN THE AGGREGATE (the maximum amount paid for claims during a policy term). The certificate of insurance shall include the contract log number, contract dates, and the following statement:

"It is agreed that the State of Hawaii, its officers, employees and agents are named as additional insured, but only with respect to operation arising out of the operation performed by the named insured."

If the insurer is not licensed by the State of Hawaii, the following statement must be displayed on the insurance certificate:

“This insurance contract is issued by an insurer which is not licensed by the State of Hawaii and is not subject to its regulation or examination. If the insurer is found insolvent, claims under this contract are not covered by any guaranty fund of the State of Hawaii.”

In addition, automobile insurance shall be no less than ONE MILLION DOLLARS (\$1,000,000) PER INCIDENT.

Execution of the contract shall be dependent upon the APPLICANT’s proof of compliance with tax clearance, labor law, and business registration.

**B. Secondary purchaser participation**

(Refer to HAR §3-143-608)

After-the-fact secondary purchases will be allowed.

Planned secondary purchases: “None”

**C. Multiple or alternate proposals**

(Refer to HAR §3-143-605)

Allowed                       Unallowed

**D. Single or multiple contracts to be awarded**

(Refer to HAR §3-143-206)

Single                       Multiple                       Single & Multiple

**E. Single or multi-term contracts to be awarded**

(Refer to HAR §3-149-302)

Single term (2 years or less)                       Multi-term (more than 2 years)

Contract terms: The initial period may commence on the contract start date or the State’s Notice to Proceed. Contracts will be awarded for a two-year period with funding for the second year contingent upon satisfactory performance in the first year and the availability of funds.

## 2.4 Scope of Work

If awarded, the APPLICANT shall coordinate a community coalition to provide the service activities outlined in this RFP. The community coalition shall implement the SPF, which includes identifying and prioritizing the risk and protective factors and local

conditions that contribute to underage drinking in the identified community as well as selecting, implementing and evaluating environmental prevention strategies to address these conditions. Access the National Criminal Justice Training Center's Online Course *Environmental Strategies* for more information on environmental prevention strategies: <http://www.ncjtc.org/PIRE/ES/Pages/default.aspx>. It is expected that the majority (at least 51%) of the environmental prevention strategies implemented by each APPLICANT will be evidence-based. Refer to SAMHSA's Identifying and Selecting Evidence-Based Interventions: Revised Guidance Document for the Strategic Prevention Framework State Incentive Grant Program (2009) for more information about SAMHSA's three definitions of evidence-based: <https://store.samhsa.gov/shin/content/SMA09-4205/SMA09-4205.pdf>. If an APPLICANT has identified a community need for activities, practices, strategies, and/or interventions that affect individuals as opposed to the whole community, these efforts should be leveraged in coordination with local partners and funded with in-kind funds or alternative funding and not the resources identified in this RFP.

### ***Timeline***

Table 1 provides a timeline for service delivery of the SPF. ADAD expects the APPLICANT to complete the Assessment and Planning steps in Year One. The Implementation step shall be completed in Year Two. Capacity Building, Cultural Competence, Evaluation and Sustainability shall be addressed throughout Years One and Two.

**Table 1. Services Timeline**

<b>Services Timeline</b>								
	<b>Year 1</b>				<b>Year 2</b>			
	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>
<b>Strategic Prevention Framework</b>	X	X	X	X	X	X	X	X
<b>1. Assessment</b>	X	X						
<b>2. Capacity Building</b>	X	X	X	X	X	X	X	X
<b>3. Planning</b>	X	X	X	X				
<b>4. Implementation</b>					X	X	X	X
<b>5. Evaluation</b>	X	X	X	X	X	X	X	X
<b>6. Cultural Competence</b>	X	X	X	X	X	X	X	X
<b>7. Sustainability</b>	X	X	X	X	X	X	X	X

Training and technical assistance will be available through ADAD and its contractors, including the Evaluation Team, SEOW and County Coordinators.

**A. Service Activities**  
(Minimum and/or mandatory tasks and responsibilities)

The APPLICANT will provide substance abuse (SA) prevention services including but not limited to:

1. Conduct a community assessment of needs, resources, and readiness to address underage drinking (and one additional SA priority, if applicable)

within three (3) to four (4) months of the notice to proceed. The assessment should equip communities with the information needed to make data-driven decisions and more effectively address SA problems and related behaviors. Information gathered through this assessment will be used to write a comprehensive strategic plan. It is expected that the APPLICANT will engage coalition members, youth, cultural liaisons, and community stakeholders throughout the process of developing a comprehensive strategic plan. A community assessment is the first step in this process and shall include but not be limited to:

- a. Assess underage drinking (and one additional SA priority, if applicable) and related problems in the community based on data for the purpose of increasing knowledge about the nature and extent of underage drinking (and one additional SA priority, if applicable) in the community.
  - 1) Review existing consumption and consequence data in the community (e.g. 2015 Youth Risk Behavior Survey, crash statistics, liquor law arrests).
  - 2) Gather additional existing data from local sources, including data specific to disparate populations, in the community.
  - 3) Identify data gaps and collect additional information in the community to fill the identified gaps. If community level data on current youth alcohol use (e.g. past 30-day use) is not available, successful APPLICANTS must work with an experienced evaluator and ADAD to collect this information. This data must be collected as part of the community assessment as well as the evaluation to measure change in underage drinking rates within the community.
  
- b. Identify risk and protective factors and local conditions associated with underage drinking (and one additional SA priority, if applicable) for the purpose of increasing knowledge about causal factors/root causes/contributing factors within the community.
  - 1) Analyze data collected from all sources identified above and identify correlations and other patterns.
  - 2) Collect qualitative data from stakeholders and the target populations through methods such as focus groups, key informant interviews, observations, environmental scans and/or one-on-one interviews. Work with an experienced evaluator to collect, analyze and summarize this information.

- c. Complete a community profile that contains consumption and consequence data as well as data on SA problems, risk and protective factors and local conditions. This profile shall be submitted to ADAD for approval and should be used for planning purposes, funding opportunities, and to share findings about substance abuse problems and trends with the entire community.
- d. Assess capacity of the coalition and the community to address underage drinking (and one additional SA priority, if applicable). Work with an experienced evaluator to collect, analyze and summarize this information. This assessment should gather information about:
  - 1) Current resources that could be directed towards addressing the community's priorities such as fiscal resources (e.g. other funding streams and in-kind support), human resources (e.g. skills, knowledge and partners to implement each of the SPF steps and environmental strategies), and organizational resources (e.g. existing programs, policies, technology and physical resources).
  - 2) Community readiness to determine how ready the community is to accept that underage drinking (and one additional SA priority, if applicable) needs to change and take action to address the problem. This will ensure that planned strategies will be appropriate given the attitudes, level of awareness, and political will to change the cultural norms of alcohol use within the community.
- e. Submit a draft summary of assessment findings to ADAD within six (6) months of the Notice to Proceed. The summary will become a part of a comprehensive strategic plan to address underage drinking and shall include but not be limited to:
  - 1) A community description
  - 2) Key findings from the community profile
  - 3) Capacity (resources and readiness) assessment findings
  - 4) Target populations, including disparate populations
- f. Ensure cultural competence by being respectful and responsive to the health beliefs, practices, and cultural and linguistic needs of diverse population groups. Involving diverse stakeholders and collecting data reflective of the diversity of the community will create buy in and support to address the identified problems.

2. Build capacity within the coalition and identified community to increase the resources and improve the community's readiness to address SA.
  - a. Support annual attendance of the coalition coordinator and member(s) at prevention and coalition-related trainings and/or conferences to gain new knowledge and skills to improve coalition-building efforts and effectively address SA in the community. In addition to the coalition coordinator and member(s), the coalition's evaluator should also attend trainings related to evaluation, the SPF and evaluation of environmental strategies. Trainings or conferences attended may include but are not limited to the following topics:
    - 1) Overview of the fundamentals of SA prevention such as the Substance Abuse Prevention Skills Training (SAPST).
    - 2) SA prevention and coalition-building academies such as the Community Anti-Drug Coalitions of America's (CADCA) National Community Anti-Drug Coalition Institute. Please refer to CADCA's website for more information: <http://cadca.org/>.
    - 3) State, regional and/or national prevention conferences, as available and approved by ADAD, to obtain new resources, network with other coalition and community leaders, and learn about the latest trends in SA prevention,
    - 4) Partial or day(s)-long trainings and/or trainings-of-trainers on the Strategic Prevention Framework model, principles and steps as well as other topics such as an overview of SA, community organizing, empowering others, leadership, coalition building, evidence-based strategies, environmental strategies, and youth engagement.
  - b. Solidify or continue a community coalition by building upon existing community relationships and engaging key stakeholders to promote coordination and collaboration, make sufficient use of community resources, ensure cultural competence and achieve population-level change. A coalition shall not be composed only of staff from the agency that is managing funds for coalition work. Therefore, the APPLICANT shall:
    - 1) Convene community leaders and stakeholders to orient them to the contract deliverables and discuss the assessment and planning processes and logistics.
    - 2) Hold at least ten (10) regular coalition-wide meetings each year. These meetings should be action-oriented to ensure

that the coalition continues to make progress towards achieving its goals.

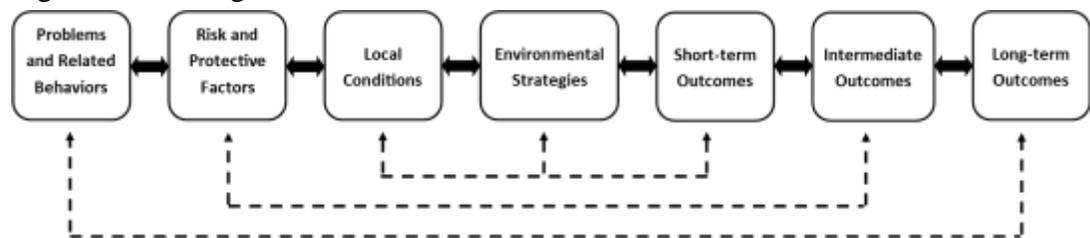
- 3) Develop internal administrative structures and adopt supportive policies for the coalition. This shall include adopting by-laws that allow all members to have influence over decisions, make processes accessible to the community being served and identify a volunteer chairperson for the coalition.
- 4) Form subcommittees or workgroups to accomplish specific tasks as needed. This shall include forming an assessment subcommittee or workgroup to assist in carrying out the assessment duties.
- 5) Work with an experienced evaluator and ADAD to develop and conduct a process evaluation of the coalition's operations and administration to determine how the coalition functions and the capacity of its members to apply the SPF. The results will guide the work of the coalition and gauge current strengths and areas for improvement. This evaluation shall include but not be limited to:
  - i. Administration of a coalition evaluation, including a survey of members, annually.
  - ii. Administration of a youth group evaluation, including a survey of members, annually.
  - iii. Assessment of coalition membership quarterly, at minimum, to ensure proper sector and community member representation and appropriate expertise. Successful APPLICANTS should strive to engage formal and informal leaders and attempt to achieve representation from the following twelve (12) sectors within the first year:
    - Youth and young adults
    - Youth-serving organizations
    - Parents
    - Business community
    - Media
    - Schools
    - Law enforcement agencies
    - Faith-based organizations
    - Civic and volunteer groups
    - Healthcare professionals

- State, local, or tribal agencies with expertise in SA or related issues
  - Other organizations involved in addressing SA
- 6) Provide a minimum of five (5) presentations to coalition members and key stakeholders each year to build capacity around the SPF process, community organizing, environmental strategies and best practices.
  - 7) Organize coalition members to conduct at least twenty-four (24) one-on-one interviews with community members within the first four (4) months and additional interviews on an ongoing basis to assess individual stakeholder interests regarding the community coalition and project as well as foster the development of prevention champions. Because it takes time and resources to recruit and engage new members, coalitions will always be conducting outreach and recruitment. This task should not be the sole responsibility of the coordinator, but of the coalition as a whole, and serves as a capacity building/outreach strategy.
  - 8) Attend a meeting of another coalition within the state to observe how other coalitions run meetings and how various stakeholders contribute within the first year of the contract. Both the coalition coordinator and at least one coalition member should attend.
  - 9) Leverage resources (e.g. staffing/human resources, financial, technology, intellectual, physical assets) to assist with implementation and to build sustainability. Successful coalitions share resources, including both fiscal and in-kind resources as well as leadership and the work load.
  - 10) Identify opportunities to build community readiness to accept that underage drinking (and one additional SA priority, if applicable) needs to be addressed and take action to address the problem. Conduct activities appropriate for the community's level of readiness with the understanding that the whole community may not be at the same level of readiness.
  - 11) Develop and utilize coalition documents such as membership forms, memorandums of understanding and/or agreement to formalize relationships and solidify ongoing community engagement.

- 12) Create materials that can be easily accessed and used to orient new stakeholders and coalition members to the coalition and project (e.g. coalition website, orientation or new member packet, electronic newsletter).
  - 13) Work with existing and/or form new youth group(s) of sixth (6<sup>th</sup>) through twelfth (12<sup>th</sup>) graders that will meet regularly. The youth group(s) shall be youth-led, adult-guided and assist the coalition in each step of the SPF. In addition, at least some of the members will participate in youth leadership development training at the community, state and/or national level. Having diverse and representative membership should be a goal for this group.
3. Facilitate a collaborative planning process to determine how to best address underage drinking (and one additional SA priority, if applicable), risk and protective factors, and local conditions in the community within the first year. The coalition shall utilize information gathered from the assessment and capacity building steps of the SPF to prioritize local conditions and select appropriate environmental strategies to implement and evaluate in Year Two. Decisions made by the coalition shall be data-driven whenever possible. If the coalition identifies a community need for individual interventions, these efforts should be leveraged in coordination with local partners and funded with in-kind funds or alternative funding and not the resources identified in this RFP.
- a. Conduct a problem analysis process and utilize data collected to identify and prioritize risk and protective factors and local conditions related to the SA priority problem(s).
  - b. Develop a comprehensive strategic plan to address underage drinking (and one additional SA priority, if applicable). This plan shall be submitted to ADAD for approval prior to implementation and shall include but not be limited to the following components:
    - 1) An assessment summary, including:
      - i. A community description;
      - ii. Key findings from the community profile;
      - iii. Capacity (resources and readiness) assessment findings; and
      - iv. Target populations, including disparate populations.
    - 2) A summary of planning processes used, including:
      - i. Identification of problem statements and corresponding goals (related to underage drinking and one additional SA priority, if applicable);
      - ii. Prioritization process to select risk and protective factors and local conditions; and

- iii. Selection of environmental strategies that best fit the community. The coalition should refer to SAMHSA’s Identifying and Selecting Evidence-Based Interventions: Revised Guidance Document for the Strategic Prevention Framework State Incentive Grant Program (2009) and consider the following when selecting environmental strategies:
    - (a) Conceptual fit (i.e. Is the strategy relevant to the community’s identified priorities?);
    - (b) Practical fit (i.e. Is the strategy appropriate given the community’s identified capacity?); and
    - (c) Evidence – based (i.e. Does the strategy meet one of SAMHSA’s three definitions of evidence-based interventions?).
- 3) A SPF Logic Model (see Figure 1) for each problem statement identified that illustrates the relationships between:
- i. SA problems and related behaviors (e.g. consequences and consumption patterns);
  - ii. Risk and protective factors and local conditions;
  - iii. Environmental strategies (general approaches to address local conditions); and
  - iv. Short, intermediate and long-term outcomes.

Figure 1. SPF Logic Model



Source: Adapted from the Community Anti-Drug Coalitions of America (CADCA) and the Substance Abuse and Mental Health Services Administration (SAMHSA).

- 4) Action plans (see Figure 2) for each environmental strategy identified in the Logic Model, which outline:
- i. Prioritized risk and protective factor(s) to be addressed;
  - ii. Prioritized local condition(s) to be addressed;
  - iii. Activities (specific actions taken as part of a strategy);
  - iv. Timeline;
  - v. Who is responsible; and
  - vi. Resources needed.

Figure 2. Sample Action Plan Template

Environmental Strategy Description:			
Risk and Protective Factor(s) to be addressed:			
Local Condition(s) to be addressed:			
Activities	Persons Responsible	Resources Needed	Timeline

- 5) An evaluation plan, developed in partnership with an experienced evaluator and ADAD. The evaluation plan will contain the following:
  - i. Desired outcomes (impact on local conditions, risk factors, and substance abuse problems and goals);
  - ii. Output, process and outcome indicators;
  - iii. Data sources;
  - iv. Data collection timeline;
  - v. Data management and analysis;
  - vi. Reporting timeline; and
  - vii. How the data will be used and shared/disseminated.
  
- c) Develop sustainability strategies that can be integrated early on during implementation to ensure the sustainability of outcomes, capacity and infrastructure, and the use of the SPF process in the community. Sustainability strategies shall address three keys to sustainability, including community support, organization capacity, and effectiveness promoted by the SAMHSA Center for the Application of Prevention Technologies (CAPT). Please refer to CAPT’s website for more information:  
<http://www.samhsa.gov/capt/tools-learning-resources/planning-sustainability>.
  
- d) Determine how the comprehensive strategic plan will be updated and amended based on ongoing assessment, monitoring, and evaluation.
  
- e) Share and distribute necessary components of the comprehensive strategic plan to key stakeholders to ensure accountability.
  
- f) Ensure cultural competence by involving diverse stakeholders in the planning process. This will build a broad base of community support for the comprehensive strategic plan and ensure that the people who participate in it will support the coalition long term.
  
4. Implement and monitor the approved comprehensive strategic plan (including tasks, deliverables, and timelines), sustainability strategies, and

approaches to updating and disseminating the comprehensive strategic plan beginning at the start of Year Two. It is expected that the APPLICANT will engage coalition members, youth, cultural liaisons, and community stakeholders throughout the implementation, monitoring and evaluation of the community's comprehensive strategic plan.

- a. Maintain fidelity of selected environmental strategies by implementing them as they were designed. Strategies that are implemented with complete fidelity are more likely to be effective. If adaptations are needed to increase the cultural relevance of the strategies, work with an experienced evaluator and ADAD as well as coalition members, youth, cultural leaders, other community stakeholders and/or the strategies' developers (if applicable) to determine how to best adapt them (i.e. to identify those elements that should be maintained).
  - b. Monitor implementation to determine if the environmental strategies were delivered the way they were designed. If findings are not what was anticipated, make mid-course corrections to the strategies or their implementation with guidance from the developer (if applicable).
5. Evaluate the community's comprehensive strategic plan and the SPF process to improve effectiveness and make data-driven decisions. This shall include but not be limited to:
- a. Work with an experienced evaluator to implement the approved evaluation plan, included in the comprehensive strategic plan. Major revisions to this plan must be approved by ADAD before being implemented.
  - b. Compile, summarize, and share the evaluation information with key stakeholders for the purpose of improving the effectiveness of the planned strategies and the SPF process.
  - c. Ensure cultural competence by involving and consulting with diverse stakeholders, coalition members, youth, and cultural liaisons throughout the evaluation process. This should include analyzing, synthesizing, interpreting, and disseminating findings.
6. Explore other opportunities for funding to support the coalition's efforts to sustain its outcomes and further prevent and reduce substance abuse in the community, such as the Drug-Free Communities (DFC) Support Program, and submit an application and/or proposal, if appropriate. Please refer to the Office of National Drug Control Policy's website for more information on the DFC Support Program: <https://www.whitehouse.gov/ondcp/Drug-Free-Communities-Support-Program>.

7. Work closely and communicate regularly with ADAD, the SEOW, the Evaluation Team and other ADAD contractors and training and technical assistance providers.
8. Measure, track, and report services through ADAD management information system.
9. Obtain prior approval from ADAD for all media and messages intended for public distribution, including but not limited to radio, TV, theater, PowerPoint presentations, videos, posters, newsletters, banners, newspaper ads, PSA/s, flyers, and fact sheets.
10. Ensure staff are familiar with materials available through the Hawaii Prevention Resource Center.
11. Ensure staff attend substance abuse prevention providers' meetings as scheduled by ADAD.

**B. Management Requirements (Minimum and/or mandatory requirements)**

**1. Personnel**

The APPLICANT is required to provide written acknowledgement agreeing to comply with the Management Requirements (Section 5, Attachment D, Item 1: Personnel) and Ethics Code of Ethical Conduct of Prevention Professionals (Section 5, Attachment G) in this RFP.

The APPLICANT shall employ one full-time (40 hours per week) staff person as Coalition Coordinator to oversee all contract activities. The APPLICANT shall encourage and support the Coalition Coordinator to obtain certification as a Certified Prevention Specialist (CPS). Please refer to ADAD's website for more information about the minimum qualifications for the CPS: <http://health.hawaii.gov/substance-abuse/counselor-certification/>.

The APPLICANT shall immediately notify ADAD in writing of any program staff changes, including a position description and resume for newly hired staff and a plan for the continuance of the duties outlined in the contract.

**2. Administrative**

The APPLICANT is required to provide written acknowledgement agreeing to comply with the Management Requirements (Section 5, Attachment D, Item 2: Administrative).

**3. Quality assurance and evaluation specifications**

The APPLICANT is required to provide written acknowledgement agreeing to comply with the Management Requirements (Section 5, Attachment D, Item 3: Quality Assurance and Evaluation Specifications).

4. **Output and performance/outcome measurements**

This RFP focuses on building the capacity of community coalitions and preventing and reducing underage drinking, other substance abuse and related problems among youth ages 12-17 and young adults ages 18-20.

The APPLICANT is required to gather, collect, compile, analyze and disseminate assessment data on underage drinking, other substance abuse and related problems among youth ages 12-17 and young adults ages 18-20. This includes community level data on current youth alcohol use (e.g. past 30-day use). In addition to problem-level data, APPLICANTS are also required to gather data on related risk and protective factors and local conditions to better understand the community's contributing factors as well as assess the community's capacity to address these problems and related issues. These measures shall also be included in the APPLICANT's evaluation to measure change in underage drinking rates within the community.

APPLICANTS are required to work with an experienced evaluator and ADAD to develop and implement an evaluation plan to evaluate the community's comprehensive strategic plan as well as the SPF process. Evaluation of the SPF process shall include but not be limited to a process evaluation of the coalition's operations and administration to determine how the coalition functions and the capacity of its members to apply the SPF.

The APPLICANT shall also track and report progress towards the following process measures to ADAD:

- Number of trainings attended by staff and coalition members;
- Number of coalition meetings held;
- Number of active coalition members by community sector;
- Number of presentations and/or trainings provided to coalition and/or community members and number of individuals served;
- Number of one-on-one interviews conducted;
- Number of individuals served by IOM category;
- Number of individuals served by CSAP strategy;
- Number of individuals served by each strategy implemented;
- Number of population-based strategies used;
- Number of environmental strategies implemented; and
- Number of evidence-based strategies implemented.

ADAD will review the APPLICANT'S performance measurement results

and may request a plan of program corrections as deemed necessary.

Additionally, the APPLICANT shall assist the State in collecting National Outcome Measures (NOMs) on the following indicators: 30-day alcohol use among persons aged 12-20; binge drinking among persons aged 12-20; alcohol related crime among persons aged under 18; alcohol-related car crashes and injuries; and alcohol-related emergency room visits.

## 5. **Experience**

The APPLICANT should have experience operationalizing projects/contracts pertinent to the proposed services, including at least three (3) to five (5) years of experience:

- a. Providing prevention services, evidence-based prevention services, substance abuse specific prevention services, services to the identified population, and services within the targeted geographic area; and
- b. Managing government or foundation funded contracts or projects of similar size and complexity.

Additionally, the APPLICANT should have knowledge and experience:

- a. Implementing environmental strategies;
- b. Convening diverse community stakeholders and promoting community engagement, involvement, and collaboration; and
- c. Applying the SPF.

## 6. **Coordination of services**

The APPLICANT is required to serve as a neutral convener of both formal and informal leaders representing many different sectors within the community and to organize community members to implement the SPF and environmental prevention strategies.

The APPLICANT must have experience with community collaboration, including but not limited to the sharing of both fiscal and in-kind resources as well as leadership. The APPLICANT shall coordinate services with other agencies, providers and resources in the county to avoid duplication of services.

If engaging contractor(s) for any part of the proposed services, the APPLICANT must ensure the subcontractors comply with all laws governing entities doing business with the State and federal requirements as stated in this RFP.

## 7. Reporting requirements for program and fiscal data

### a. Required program reports:

Each month, the APPLICANT shall record the services (single and recurring) into ADAD's management information system and document the activities related to the service activities and the chosen environmental SA prevention strategies according to the six (6) CSAP strategies (Section 5, Attachment I) and three (3) IOM categories. Refer to *Mapping Interventions to Different Levels of Risk* (2009), available on SAMHSA's website, for more information: <http://www.samhsa.gov/capt/sites/default/files/resources/mapping-interventions-different-level-risks.pdf>.

The APPLICANT shall also report monthly, through ADAD's management information system:

- The unduplicated count of individuals served by each program or strategy;
- The number of population-based strategies used;
- The number of evidence-based strategies implemented; and
- The number of persons impacted.

The monthly data report is due on the 15<sup>th</sup> of the following month.

Reporting requirements may include the NOMs that relate to youth 12-17 years old and to adults ages 18 years and older to emphasize:

- 30-day alcohol use among persons aged 12-20;
- Binge drinking among persons aged 12-20;
- Alcohol related crime among persons aged under 18;
- Alcohol-related car crashes and injuries; and
- Alcohol-related emergency room visits.

The APPLICANT shall also submit biannual reports including information related to the Community Level Instrument – Revised, which include intervention name, service type, CSAP strategy type, IOM category, and intervention targets. Biannual reports are due on April 15<sup>th</sup> and October 15<sup>th</sup>.

Moreover, the APPLICANT shall also submit narrative Quarterly and Year-End Reports summarizing and analyzing process and outcome data, accomplishments and challenges. Quarterly reports are due within fifteen (15) calendar days after the end of each quarter. Year-End Reports are due within forty-five (45) calendar days after the end of each fiscal year.

### b. Required fiscal reports:

The APPLICANT shall submit monthly an Expenditures Report

and Invoice in Section 5, Attachment C, detailing expenditures incurred during the month by the 15<sup>th</sup> of the following month.

The APPLICANT shall also submit annually a Cost Report detailing the cost of service activities to accomplish each step of the SPF. Refer to the PFS Program Evaluation for Prevention Contract (PEP-C) for more information: [https://pep-c.rti.org/HERO/KB/PEP-C-KB/Default.htm#PFS/FAQs-PFS/PEPC\\_PFS\\_CLI-R\\_CostSection\\_Discussion\\_QandA\\_FINAL\\_20150612.pdf](https://pep-c.rti.org/HERO/KB/PEP-C-KB/Default.htm#PFS/FAQs-PFS/PEPC_PFS_CLI-R_CostSection_Discussion_QandA_FINAL_20150612.pdf).

**c. Close out reports:**

The APPLICANT shall submit to ADAD its final invoice no later than forty-five (45) calendar days after the end of each contract year, or by October 15, whichever comes first. Lapsing of funds will occur if final invoices are not received by ADAD within forty-five (45) calendar days of the last day of the contract year.

Within forty-five (45) calendar days after the expiration of each contract year, the applicant shall submit to ADAD the Close-Out Report summarizing the actual expenditures for the fiscal year and the Year-End Program Report.

**C. Facilities**

The APPLICANT shall use facilities that are adequate for the delivery of the proposed services. If facilities are not presently available, the APPLICANT shall plan to secure such facilities. Facilities shall meet the Americans with Disabilities Act (ADA) requirements, as applicable, and the APPLICANT shall have a plan for obtaining alternative sites and/or special equipment to accommodate those with physical disabilities. The APPLICANT shall also have a plan for making services accessible to those with other handicapping conditions (e.g., speech, hearing, psychological, etc.).

**2.5 COMPENSATION AND METHOD OF PAYMENT**

- A. The method of pricing shall be reimbursement of actual expenditures. The cost reimbursement pricing structure reflects a purchase arrangement in which the purchasing agency pays the provider for agreed upon budgeted costs that actually incurred in delivering the services specified in the contract, up to a stated maximum obligation.

The APPLICANT'S budget shall include the cost of staff travel to attend provider meetings and to participate in trainings. ADAD intends to conduct provider meetings on a quarterly basis.

APPLICANTS are advised to consider the following in preparing the proposal

budget:

- The professional level of staff required to implement specific strategies.
- The cost of purchasing evidence-based and/or environmental strategy materials, training required for implementation, and evaluation.
- Allowable inter-island and out-of-state travel.

- B. If awarded a contract, the APPLICANT shall be paid monthly upon ADAD's approval of the Expenditures Report and Invoice (ADAD Fiscal Form 200, 04/12). Any advance payment shall be reconciled by the end of the fifth month of the contract. Final payment for each contract year shall be made upon acceptance of the provider's Year-End Reports and Final Invoice.

The APPLICANT must submit original monthly invoices and supporting documents through ADAD's management information system within thirty (30) calendar days after the last day of each calendar month. All corrections to submitted invoices must be received by ADAD no later than ninety (90) days after the last day of the billing month. Invoices may not be accepted after the ninety (90) day period. If the APPLICANT is unable to submit an invoice within the ninety (90) day period, the APPLICANT must provide justification as to the reasons for the delay and the anticipated submission date. If a formal request for an extension is not received prior to the end of the ninety (90) day period, ADAD may deny the request for extension and will not be held liable for payment of the invoice. All provider reporting data must be submitted in the manner and format specified by ADAD.

## **Section 3**

# **Proposal Application Instructions**

## Section 3

# Proposal Application Instructions

### General instructions for completing applications:

- *Proposal Applications shall be submitted to the state purchasing agency using the prescribed format outlined in this section.*
- *The numerical outline for the application, the titles/subtitles, and the applicant organization and RFP identification information on the top right hand corner of each page should be retained. The instructions for each section however may be omitted.*
- *Page numbering of the Proposal Application should be consecutive, beginning with page one and continuing through for each section. See sample table of contents in Section 5.*
- *Proposals may be submitted in a three ring binder (Optional).*
- *Tabbing of sections (Recommended).*
- *Applicants must also include a Table of Contents with the Proposal Application. A sample format is reflected in Section 5, Attachment B of this RFP.*
- *A written response is required for **each** item unless indicated otherwise. Failure to answer any of the items will impact upon an applicant's score.*
- *Applicants are **strongly** encouraged to review evaluation criteria in Section 4, Proposal Evaluation when completing the proposal.*
- *This form (SPOH-200A) is available on the SPO website (Refer to Section 1.2 Website Reference). However, the form will not include items specific to each RFP. If using the website form, the applicant must include all items listed in this section.*

### The Proposal Application is comprised of the following sections:

- *Proposal Application Identification Form*
- *Table of Contents*
- *Program Overview*
- *Experience and Capability*
- *Project Organization and Staffing*
- *Service Delivery*
- *Financial*
- *Other*

### 3.1 Program Overview (Maximum 2 pages)

The APPLICANT shall give a brief overview to orient evaluators as to the proposed approach to the prevention services. This section shall clearly and concisely summarize and highlight the contents of the proposal in such a way as to provide a broad understanding of the entire proposal. This section is not scored during the proposal evaluation. Include in this section descriptions of:

- The community and population that will be served;
- Why the service is needed;

- The community coalition;
- How the coalition will apply the Strategic Prevention Framework; and
- Who will implement and evaluate the comprehensive strategic plan.

### **3.2 Experience and Capability (Maximum 3 pages)**

#### **A. Necessary Skills**

The APPLICANT shall demonstrate a thorough understanding of the purpose and scope of the proposed services and describe how the proposed services fit within the agency's mission.

The APPLICANT shall demonstrate the necessary skills, abilities, and knowledge relating to the delivery of the proposed services, including but not limited to:

1. Knowledge of the SPF, including assessment, capacity building, planning, implementation, evaluation, cultural competence and sustainability;
2. Knowledge of community coalition-building, evidence-based and environmental SA prevention strategies;
3. Ability to serve as a neutral convener of and facilitator for both formal and informal leaders representing many different sectors within the community; and
4. Ability to engage, organize and empower youth and adult community members to apply the SPF, implement environmental SA prevention strategies and advocate for community-level change.

#### **B. Experience**

The APPLICANT shall provide a description of its current and past experience in operationalizing projects/contracts pertinent to the proposed services.

The APPLICANT shall describe at least three (3) to five (5) years of experience:

1. Providing prevention services, evidence-based prevention services, substance abuse specific prevention services, services to the identified population, and services within the targeted geographic area; and
2. Managing government or foundation funded contracts or projects of similar size and complexity.
3. Implementing environmental strategies;
4. Convening diverse community stakeholders and promoting community engagement, involvement, and collaboration; and
5. Applying the SPF.

The APPLICANT shall include as an appendix the addresses and phone numbers of at least three (3) key stakeholders who can verify the APPLICANT's

experience for the most recent three (3) to five (5) years that are pertinent to the proposed services. ADAD staff should not be included as identified stakeholders.

**C. Quality Assurance and Evaluation**

The APPLICANT shall describe its quality assurance and evaluation capabilities, including a quality assurance plan that identifies the mission of the organization as well as outlines the methodology used to identify strengths and deficiencies of the services, indicates corrective actions to be taken, and validates corrections. The APPLICANT shall describe how the quality assurance process serves as a source of information to improve the quality of services and how findings are integrated and reviewed by the quality assurance committee or governing body (e.g. Board of Directors).

**D. Coordination of Services**

The APPLICANT shall describe its experience and approach to community collaboration, including but not limited to the sharing of both fiscal and in-kind resources as well as leadership.

The APPLICANT shall describe its procedures for developing and administrating sub-contracts, if any, as well as the management controls for ensuring that partnering organizations (sub-contractors) are meeting their responsibilities for providing services and collecting data. The APPLICANT shall also describe procedures for informing ADAD of any subcontractor activities.

**E. Facilities**

The APPLICANT shall provide a description of the staffing facilities as well as any facility the coalition may convene at or use. The APPLICANT shall demonstrate the adequacy of all facilities in relation to the proposed services. If facilities are not presently available, describe plans to secure facilities. If using facilities under the control of another entity, the APPLICANT shall include a copy of the use agreement. The APPLICANT shall also describe how the facilities meet Americans with Disabilities Act (ADA) requirements, as applicable and how the APPLICANT obtains special equipment or accommodations made to serve populations needing special assistance in order to benefit from the services provided.

### **3.3 Project Organization and Staffing (Maximum 3 pages)**

**A. Staffing**

**1. Proposed Staffing**

The APPLICANT shall describe the proposed staffing pattern appropriate for the viability of the services. All staff/positions who will be responsible for supporting the services of this RFP, including contract oversight functions and coordination of the coalition activities, should be listed. In addition to staff names, the APPLICANT should also include staff titles, qualifications for the positions, full-time equivalencies to the organization and to the proposed services, and supervisors' names and titles.

2. Staff Qualifications

The APPLICANT shall provide the minimum qualifications (including education and experience) for staff assigned to the proposed project. The resumes and job descriptions of key staff that will be providing supervision and/or services should be provided as attachment to the Proposal Application and will not count in the page limit for this section of the RFP.

The APPLICANT shall describe its plans for encouraging and supporting the Coalition Coordinator to obtain certification as a CPS. Applicants may refer to ADAD's website for more information about the minimum qualifications for the CPS: <http://health.hawaii.gov/substance-abuse/counselor-certification/>.

**B. Project Organization**

1. Supervision and Training

The APPLICANT shall describe the training that will be provided for staff to strengthen their capability to effectively provide the proposed services.

The APPLICANT shall describe its ability to supervise, train and provide administrative direction relative to the delivery of the proposed services and comply with ADAD Management Requirements. The description shall include frequency and method of conducting supervision and documentation of the same.

2. Organization Chart

The APPLICANT shall attach an organization chart to the Proposal Application. The APPLICANT shall reflect the position of each staff and lines of responsibility/supervision, including position titles, names and full time equivalencies. The APPLICANT shall describe the approach and rationale for the organizational structure, functions and staffing for the proposed services as detailed in the organizational chart. The organization chart will not count in the page limit for this section of the RFP.

### 3.4 Service Delivery (Maximum 20 pages)

The APPLICANT shall include a detailed discussion of the APPLICANT'S approach to applicable service activities and management requirements from Section 2.4, Scope of Work.

#### A. Community Assessment

In this section, the APPLICANT shall 1) identify the geographic area to be served, 2) discuss the impact of underage drinking in the identified geographic area, and 3) describe its approach and preliminary plans to complete a community assessment of needs, resources, and readiness to address underage drinking (and one additional SA priority, if applicable) in the identified geographic area.

##### 1. Geographic Area to be Served

The APPLICANT must clearly define the geographic limits of the community to be served with these funds, including the size and type of community (e.g. census designated place [CDP], school complex, region, island, county or state) that the APPLICANT intends to serve. The APPLICANT should include demographic information, specifically the demographics of the target population (youth ages 12-17 and young adults ages 18-20). The APPLICANT should also include justification for the geographic area selected and why the APPLICANT believes community-level change is possible.

##### 2. Statement of Need

In this section, the APPLICANT should provide narrative discussing the impact of underage drinking on the identified community. The APPLICANT should demonstrate that underage drinking among youth ages 12-17 and young adults ages 18-20 is a large and severe problem within the community and describe the community's need for prevention services to address this problem.

The APPLICANT should provide information, whether it is qualitative or quantitative, experiential or narrative, to accurately describe the impact of underage drinking on the community. The APPLICANT should provide any data and/or other relevant information about the consequences of underage drinking (e.g. alcohol-related arrests, alcohol-related hospital admissions, school disciplinary actions related to student alcohol abuse, etc.) as well as risk and protective factors and local conditions related to underage drinking in the community.

The APPLICANT should also provide information on areas of high need in the identified community, if applicable. Areas of high need include a

geographically defined area based on ethnicity, language, occupation, or other specifically described identity, where the population described has or is at risk of: (1) having a higher than average prevalence rate of the substance abuse priority the state is proposing to address, and (2) where the population or area has limited resources, opportunities or success in addressing the identified priority.

If the APPLICANT anticipates need and interest within the community to address a second SA priority, the APPLICANT should identify and explain the substance it anticipates may be chosen. Choosing to address a second SA priority is optional and will not be scored or receive extra consideration in evaluation.

The APPLICANT must include the sources of all information shared.

### 3. **Assessment Activities**

The APPLICANT shall provide a description of the preliminary processes (series of actions or operations) that will be used to accomplish the assessment deliverables listed in Section 2.4 of this RFP. The APPLICANT shall describe plans to work with an experienced evaluator and explain who will be involved in assisting with assessment activities. The APPLICANT shall identify existing data sources for the identified geographic area and discuss plans for collecting additional data to assess the community's needs, resources and readiness to address underage drinking.

The APPLICANT shall also describe how it plans to continually assess needs of the community throughout the SPF process.

## B. **Capacity Building**

In this section, the APPLICANT shall describe 1) plans to solidify a coalition and/or partner with an existing coalition, 2) plans to work with an existing and/or form a new youth group(s), 3) the community's current level of readiness and plans to build community readiness, and 4) the community's current prevention infrastructure and plans to leverage community resources to address SA in the identified geographic area.

### 1. **Plans to solidify a coalition and/or partner with an existing coalition**

The APPLICANT shall describe the history, major activities and accomplishments of an existing coalition and/or outline how the community will solidify a coalition and how it will be structured. It is not necessary for the APPLICANT to have an active substance abuse prevention coalition already in place, although the APPLICANT must

demonstrate that the community is willing to come together and solidify one.

The APPLICANT must include Letters of Collaboration (see sample in Section 5, Attachment J) that establish an ongoing relationship and defines how partners will remain engaged over an extended period of time. Letters from a minimum of eight (8) of the twelve (12) sector representatives who are either currently a member of the existing coalition or who intend on joining the emerging coalition shall be included. An individual who is a member of the coalition may not serve as a representative of more than one sector category. Project staff, including the proposed Coalition Coordinator, may not be listed as a sector representative, although other individuals from the fiscal agent may. The letters shall be attached to the Proposal Application and will not count in the page limit to the APPLICANT's proposal.

In this section, APPLICANTS should also explain approaches it will use to understand individual stakeholder interests and discuss plans for the coalition to build relationships across sectors. Additionally, the APPLICANT should explain the process used to obtain the Letters of Collaboration and what it has learned about recruiting and maintaining meaningful engagement of coalition members, key stakeholders, and partners.

**2. Plans to work with an existing and/or form a new youth group(s)**

The APPLICANT shall describe the history, major activities and accomplishments of an existing youth group and/or outline how the community will build and structure a diverse and representative youth group. It is not necessary for the APPLICANT to have an active youth group already in place, although the APPLICANT must demonstrate that the community is willing to come together and form one.

The APPLICANT shall demonstrate its understanding of what it means for a youth group to be "youth-led and adult-guided." The APPLICANT shall describe the relationship the youth group and the coalition will have as well as how the youth group will assist the coalition in each step of the SPF. The APPLICANT should include specific examples of how the youth group will be involved within the assessment, capacity building, planning, implementation, and evaluation steps of the SPF.

The APPLICANT shall attach a draft work plan that identifies specific activities and tasks the youth group(s) will complete, persons responsible, resources needed, and timelines. The work plan will not count in the page limit for this section of the RFP.

### 3. **Plans to build community readiness**

The APPLICANT should include a summary of the identified community's current level of readiness to implement the SPF and address underage drinking. Community readiness is defined as the community's level of awareness of, interest in, and ability and willingness to support substance abuse prevention initiatives. The APPLICANT will not be scored on its current levels of readiness, but rather on understanding of the community's current level of readiness and how it will inform decision making and plans to build the readiness, if necessary.

Information presented may include findings from or plans to conduct a community readiness assessment and include a description of plans to utilize the findings of a community readiness assessment to guide the planning and intervention selection process. Additionally, the APPLICANT should specifically outline preliminary plans to increase community support/buy-in for the SPF process.

### 4. **Prevention infrastructure and ability to leverage resources**

The APPLICANT should describe the current prevention infrastructure in place within the identified community and outline plans to expand it, including plans to build capacity of coalition members and other stakeholders within the community. This section should generally describe the community's current activities, initiatives, or programs addressing substance abuse.

The APPLICANT should address its abilities and opportunities to leverage all types of resources, including staffing or human resources, financial resources, technology, intellectual assets, and physical assets.

## C. **Strategic Planning**

In this section, the APPLICANT should provide a description of the preliminary processes (series of actions or operations) it will use to accomplish the planning deliverables outlined in Section 2.4. The APPLICANT should include how it will facilitate a collaborative planning process and gain input on the community's comprehensive strategic plan from the coalition and cultural leaders within the community, particularly in the process of identifying and selecting appropriate environmental SA prevention strategies. The APPLICANT must include ideas as to how the plan will be updated and amended based on ongoing assessment and monitoring, and how the plan will be disseminated to key stakeholders to ensure accountability.

A comprehensive strategic plan or logic model should not be submitted with the APPLICANT's proposal.

**D. Implementation**

The APPLICANT shall demonstrate an understanding of what will be required for the successful implementation of environmental SA prevention strategies in the identified community. The APPLICANT shall identify potential barriers to the implementation of environmental SA prevention strategies and discuss how the APPLICANT plans to support the coalition to prevent and/or overcome these barriers.

The APPLICANT must describe how it will track progress made implementing the SPF and the community's comprehensive strategic plan. Additionally, the APPLICANT should identify who will be responsible for overseeing the implementation of the community's comprehensive strategic plan as well as who will be involved in the implementation of the plan.

Environmental strategies should not be selected for implementation until after the community assessment and problem analysis are completed. For this reason, APPLICANTS should not identify strategies they wish to implement in their proposals.

**E. Evaluation**

The APPLICANT must describe its capacity and plans to work with an experienced evaluator and discuss preliminary processes for developing an evaluation plan. The APPLICANT should also describe how evaluation findings will be used to improve implementation of the SPF and environmental SA prevention strategies. Additionally, the APPLICANT should include any relevant evaluation findings related to previous or current SA prevention services (from the APPLICANT agency or the coalition) and how this information will be used to inform the work of the project.

**F. Cultural Competence**

The APPLICANT shall describe how cultural competence will be ensured throughout each step of the SPF and the duration of the contract. The APPLICANT should include specific examples of how it will ensure cultural competence within the assessment, capacity building, planning, implementation, and evaluation steps of the SPF.

**G. Sustainability**

The APPLICANT must describe preliminary processes around how the community will build sustainability into its SPF efforts. Specifically, the

APPLICANT should discuss how outcomes related to the steps of the SPF will be sustained. Ideas about how data collection efforts can continue after the funding ends, what kinds of infrastructure and capacity efforts will be sustained, how stakeholder buy-in and community readiness can be maintained, and initial thoughts about how strategic prevention planning will continue should be included in the description.

### 3.5 Financial

#### A. Pricing Structure

APPLICANT shall submit a cost proposal utilizing the pricing structure designated by the state purchasing agency. The cost proposal shall be attached to the Proposal Application.

**ONLY the following budget form(s)**, which are contained on the SPO Website, shall be submitted with the POS Proposal Application, instructions and samples are located on the SPO website (see Section 1. Administrative Overview, paragraph II Website Reference referred to in this RFP).

The APPLICANT shall describe how it will sustain the program outcomes if funding from the State Purchasing Agency is decreased or ceases to exist.

All budget forms, instructions and samples are located on the SPO website. Refer to Section 1.2, Websites References for website address. The following budget form(s) shall be submitted with the Proposal Application:

1. Form SPO-H205 Budget
2. Form SPO-H205A Organization-Wide By Source of Funds
3. Form SPO-H205B Organization-Wide Budget By Programs
4. Form SPO-H206A Personnel – Salaries and Wages
5. Form SPO-H206B Personnel – Payroll Taxes, Assessments, and Fringe
6. Form SPO-H206C Travel – Inter-Island
7. Form SPO-H206D Travel – Out-of State
8. Form SPO-H206E Contractual Services – Administrative
9. Form SPO-H206F Contractual Services – Subcontracts
10. Form SPO-H206G Depreciation
11. Form SPO-H206H Program Activities
12. Form SPO-H206I Equipment Purchases

#### B. Other Financial Related Materials

1. Accounting System

To determine the adequacy of the APPLICANT's accounting system as described under the administrative rules, the following documents are requested as part of the Proposal Application (may be attached):

- a. Latest Single Audit Report and Audit Financial Statements.
- b. Cost Allocation Plan, which provides an explanation of how cost is allocated to various sources of funding.

### **3.6 Other**

#### **Litigation**

The APPLICANT shall disclose and explain any pending litigation to which they are a party, including the disclosure of any outstanding judgment.

# **Section 4**

## **Proposal Evaluation**

## Section 4

# Proposal Evaluation

### 4.1 Introduction

The evaluation of proposals received in response to the RFP will be conducted comprehensively, fairly and impartially. Structural, quantitative scoring techniques will be utilized to maximize the objectivity of the evaluation.

### 4.2 Evaluation Process

The procurement officer or an evaluation committee of designated reviewers selected by the head of the state purchasing agency or procurement officer shall review and evaluate proposals. When an evaluation committee is utilized, the committee will be comprised of individuals with experience in, knowledge of, and program responsibility for program service and financing.

The evaluation will be conducted in three phases as follows:

- Phase 1 - Evaluation of Proposal Requirements
- Phase 2 - Evaluation of Proposal Application
- Phase 3 - Recommendation for Award

### Evaluation Categories and Thresholds

#### Evaluation Categories

#### Possible Points

#### *Administrative Requirements*

#### *Proposal Application*

**100 Points**

Program Overview	0 points
Experience and Capability	20 points
Project Organization and Staffing	15 points
Service Delivery	55 points
Financial	10 Points

**TOTAL POSSIBLE POINTS**

**100 Points**

## 4.3 Evaluation Criteria

### A. Phase 1 - Evaluation of Proposal Requirements

#### 1. Administrative Requirements

Mandatory proposal requirements are items that must be submitted with the application or addressed in order for the proposal to be evaluated. They do not receive a rating.

#### 2. Proposal Application Requirements

- Proposal Application Identification Form (Form SPOH-200)
- Proposal Application Check List
- Table of Contents
- Program Overview
- Experience and Capability
- Project Organization and Staffing
- Service Delivery
- Financial (All required forms and documents)
- Program Specific Requirements (as applicable)
- Litigation Disclosure (for review and determination)
- Administrative Assurance

### B. Phase 2 - Evaluation of Proposal Application (100 Points)

The evaluation committee will score applications for funding in the priority order of the scores (highest score = most highly recommended for funding).

Proposals accepted for review shall be evaluated according to the following criteria. The number of points shown after each heading or subheading is the maximum number of points that the evaluation committee may assign to that category. Each section shall be scored individually and separately from another section. Applicants are responsible to place the appropriate information in each section to be scored.

***Program Overview:*** No points are assigned to Program Overview. The intent is to give the APPLICANT an opportunity orient evaluators as to the service(s) being offered.

#### 1. *Experience and Capability (20 Points)*

The State will evaluate the APPLICANT's experience and capability relevant to the proposal contract, which shall include:

- a) *Necessary Skills* 7
- Demonstrated a thorough understanding of the purpose and scope of the proposed services.
  - Described how the proposed services fit within the APPLICANT's mission.
  - Demonstrated the necessary skills, abilities, and knowledge relating to the delivery of the proposed services.
- b) *Experience* 5
- Described history and record of accomplishments in operationalizing projects/contracts pertinent to the proposed services, including three (3) to five (5) years of experience providing prevention services, evidence-based prevention services, SA specific prevention services, services to the identified population, and services within the targeted geographic area.
  - Described at least three (3) to five (5) years of experience managing government or foundation-funded contracts or projects of similar size and complexity as well as the funding source.
  - Described experience implementing environmental strategies; convening diverse community stakeholders and promoting community engagement, involvement and collaboration; and applying the SPF.
  - Included three (3) references verifying experience with projects or contracts for the most recent three (3) – five (5) years that are pertinent to the proposed services.
- c) *Quality Assurance and Evaluation* 3
- Described an adequate quality assurance and evaluation capability, including a quality assurance plan that identifies the mission of the organization as well as outlines the methodology used to identify strengths and deficiencies of the services, indicates corrective actions to be taken, and validates corrections.
  - Described how the quality assurance process serves as a source of information to improve the quality of services and how findings are integrated and reviewed by the quality assurance committee or governing body (e.g. Board of Directors).
- d) *Coordination of Services* 3
- Described experience and approach to community collaboration, including but not limited to the sharing of both fiscal and in-kind resources as well as leadership.

- Described the APPLICANT'S procedures for developing and administrating sub-contracts, if any, as well as the management controls for ensuring that partnering organizations (sub-contractors) are meeting their responsibilities for providing services and for data collection.
- Described procedures for informing ADAD of any sub-contractor activities, if applicable.

- e) *Facilities* 2
- Described the facilities and clearly demonstrated their adequacy in relation to the proposed services. Described realistic plans to secure one if none is presently available.
  - Described how the facilities meet or will meet ADA requirements, as applicable and the availability of any special equipment that may be required for the services. Described a viable alternate plan to meet ADA requirement if facilities do not meet ADA requirements.

## 2. *Project Organization and Staffing (15 Points)*

The State will evaluate the APPLICANT's overall staffing approach to the service that shall include:

- a) *Staffing* 8
- Proposed Staffing:
- Described a proposed staffing pattern that is consistent with personnel requirements and appropriate for the viability of the services.
  - Included all agency/staff positions who will be responsible for supporting the services of this RFP, including staff names, titles, qualifications for the positions, full-time equivalencies to the organization and to the proposed services, and supervisors' names and titles.

Staff Qualifications:

- Provided the minimum qualifications for each staff/position assigned to the proposed project.
- Included resumes and job descriptions of key staff that will be providing supervision and/or services.
- Described plans for encouraging and supporting the Coalition Coordinator to obtain certification as a CPS.

- b) *Project Organization* 7

Supervision and Training:

- Provided assurance that staff will receive training opportunities and supervision to prepare them for their roles and responsibilities.
- Demonstrated capability to supervise, train, and provide administrative direction relative to the delivery of the proposed services.

Organization Chart:

- Included an organizational chart for the proposed services and described its approach and rationale for the organizational structure, functions, and staffing for the proposed services as detailed in the organizational chart.

**3. Service Delivery (55 Points)**

Evaluation criteria for this section will assess the APPLICANT's approach to the service activities and management requirements outlined in the Proposal Application.

a) *Community Assessment*12Geographic Area to be Served:

- Defined the boundaries of the geographic area to be served.
- Provided information about the size, type, and demographics of the identified target population and community.
- Provided justification for the geographic area selected and why the APPLICANT believes community-level change is possible.

Statement of Need:

- Described the magnitude and severity of underage drinking in the identified community and provided recent information from reliable sources about the impact of underage drinking in the identified community.
- Provided information on areas of high need in the identified community, if applicable.

Assessment Activities:

- Described preliminary processes that will be used to accomplish the assessment deliverables.
- Described plans to work with an experienced evaluator and explained who will be involved in assisting with assessment activities.

- Identified existing data sources for the identified geographic area and discussed plans for collecting additional data to assess the community's needs, resources and readiness to address underage drinking.
- Described plans to continually assess needs of the community throughout the SPF process.

b) *Building Capacity* 14  
Plans to Solidify a Coalition and/or Partner with an Existing Coalition:

- Described plans to solidify a coalition and/or partner with an existing coalition, including history, major activities and accomplishments of an existing coalition, if applicable, and how the coalition is or will be structured.
- Included Letters of Collaboration from at least eight different community sectors as well as explained the process used to obtain the letters and what the APPLICANT learned about recruiting and maintaining meaningful engagement of coalition members, key stakeholders, and partners.
- Explained strategies for understanding stakeholder interests and included plans to build relationships.

Plans to Work with an Existing and/or Form New Youth Group(s):

- Described plans to work with an existing and/or form a new youth group, including history, major activities and accomplishments of an existing youth group, if applicable, and how the group is or will be structured.
- Demonstrated an understanding of what it means for a youth group to be "youth-led and adult-guided."
- Described the relationship the youth group and the coalition will have, described how the youth group will assist the coalition in each step of the SPF, and included specific examples of how the youth group will be involved within the assessment, capacity building, planning, implementation, and evaluation steps of the SPF.
- Provided a draft work plan that identifies specific activities and tasks the youth group(s) will complete, persons responsible, resources needed, and timelines.

Plans to Build Community Readiness:

- Provided information on the community's current level of readiness and outlined plans to utilize findings of a community readiness assessment.
- Outlined preliminary plans to build community readiness and buy-in for the project.

Prevention Infrastructure and Ability to Leverage Resources:

- Described current prevention infrastructure and outlined plans to expand the prevention infrastructure and build capacity of coalition members and other stakeholders within the community.
- Addressed abilities and opportunities to leverage all types of resources, including staffing or human resources, financial resources, technology, intellectual assets, and physical assets.

c) *Strategic Planning* 7

- Described preliminary processes that will be used to accomplish the planning deliverables.
- Described how the APPLICANT will facilitate a collaborative planning process and gain input on the community's comprehensive strategic plan.
- Included ideas about how the community's comprehensive strategic plan will be updated, amended and disseminated to key stakeholders.

d) *Implementation* 7

- Demonstrated an understanding of what will be required for the successful implementation of environmental SA prevention strategies in the identified community.
- Identified potential barriers to the implementation of environmental SA prevention strategies and discussed plans to support the coalition to prevent and/or overcome these barriers.
- Explained plans to monitor fidelity and described how culturally competent adaptations might be made without sacrificing the core elements of the program.
- Described how the APPLICANT will track progress made implementing the SPF and the community's comprehensive strategic plan.
- Identified who will be responsible for overseeing the implementation of the community's comprehensive strategic plan as well as who will be involved in the implementation of the plan.

e) *Evaluation* 7

- Described capacity and plans to work with an experienced evaluator and discussed preliminary processes for developing an evaluation plan.

- Included strategies for utilizing evaluation findings to improve implementation of the SPF and environmental SA prevention strategies.
- Provided any previous evaluation findings and plans to use these findings to inform the work of the project, if applicable.

f) *Cultural Competence* 4

- Described how cultural competence will be ensured throughout each step of the SPF and the duration of the contract.
- Included specific examples of cultural competence within the assessment, capacity building, planning, implementation, and evaluation steps of the SPF.

g) *Sustainability* 4

- Included preliminary plans for building sustainability into SPF efforts and how outcomes related to the steps of the SPF will be sustained.
- Provided information about sustaining data collection activities, intentions to sustain infrastructure expansion and capacity building efforts, strategies to maintain stakeholder buy-in and community readiness, and how strategic prevention planning will continue.

**5. Financial (10 Points)**

In order to determine the adequacy of the APPLICANT'S accounting system, the APPLICANT has submitted a copy of the most recent financial audit including any management letter that accompanied that audit.

The APPLICANT has described a pricing structure based on cost reimbursement:

- The required budget forms are complete, accurate and support the scope of service and requirements of the RFP.
- The APPLICANT's proposed budget is reasonable, given program resources and operational capacity.
- The cost allocation worksheet includes an explanation of how costs are allocated to various programs.
- The Single Audit Report or Financial Audit indicates minimal or no material deficiencies.

**C. Phase 3 - Recommendation for Award**

Each notice of award shall contain a statement of findings and decision for the award or non-award of the contract to each APPLICANT. The APPLICANT is advised that awards may be made conditional upon changes suggested by the evaluation committee. Recommended funding amounts are subject to restrictions that may be imposed due to evolving economic conditions and the availability of funds.

## Section 5

### Attachments

- A. Proposal Application Checklist
- B. Sample Proposal Application Table of Contents
- C. ADAD Form 200 (04/12) Expenditure Report
- D. Management Requirements
- E. Certification
  - Debarment
  - Lobbying
  - Program Fraud Civil Remedies Act (PFCRA)
  - Environmental Tobacco Smoke
- F. Assurance
  - Charitable Choice
  - Compliance with SAMHSA's Provisions Prohibiting Trafficking in Persons
  - Drug-Free Workplace
- G. Ethics Code of Ethical Conduct for Prevention Professionals
- H. Additional Block Grant Requirements
- I. Center for Substance Abuse Prevention (CSAP) Strategies
- J. Sample Letter of Collaboration

## Proposal Application Checklist

Applicant: \_\_\_\_\_ RFP No.: \_\_\_\_\_

The applicant's proposal must contain the following components in the order shown below. Return this checklist to the purchasing agency as part of the Proposal Application. SPOH forms are on the SPO website.

Item	Reference in RFP	Format/Instructions Provided	Required by Purchasing Agency	Applicant to place "X" for items included in Proposal
<b>General:</b>				
Proposal Application Identification Form (SPOH-200)	Section 1, RFP	SPO Website*	<b>X</b>	
Proposal Application Checklist	Section 1, RFP	Attachment A	<b>X</b>	
Table of Contents	Section 5, RFP	Section 5, RFP	<b>X</b>	
Proposal Application (SPOH-200A)	Section 3, RFP	SPO Website*	<b>X</b>	
Provider Compliance	Section 1, RFP	SPO Website*	<b>X</b>	
Cost Proposal (Budget)			<b>X</b>	
SPO-H-205	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-205A	Section 3, RFP	SPO Website* Special Instructions are in Section 5	<b>X</b>	
SPO-H-205B	Section 3, RFP,	SPO Website* Special Instructions are in Section 5	-	
SPO-H-206A	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-206B	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-206C	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-206D	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-206E	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-206F	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-206G	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-206H	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-206I	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-206J	Section 3, RFP	SPO Website*	-	
<b>Certifications:</b>				
<b>Federal Certifications</b>		Section 5, RFP	<b>X</b>	
Debarment & Suspension		Section 5, RFP	<b>X</b>	
Drug Free Workplace		Section 5, RFP	<b>X</b>	
Lobbying		Section 5, RFP	<b>X</b>	
Program Fraud Civil Remedies Act		Section 5, RFP	<b>X</b>	
Environmental Tobacco Smoke		Section 5, RFP	<b>X</b>	
<b>Program Specific Requirements:</b>				
Resumes	Section 3, RFP	Section 3, RFP	<b>X</b>	
Job Descriptions	Section 3, RFP	Section 3, RFP	<b>X</b>	
Organization Chart	Section 3, RFP	Section 3, RFP	<b>X</b>	
Letters of Collaboration	Section 3, RFP	Section 3, RFP	<b>X</b>	
Draft Work Plan for Youth Group	Section 3, RFP	Section 3, RFP	<b>X</b>	

\*Refer to Section 1.2, Website Reference for website address.

## Proposal Application Table of Contents

<b>1.0</b>	<b>Program Overview</b> .....	1
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	A. Staffing.....	7
	1. Proposed Staffing .....	7
	2. Staff Qualifications .....	9
	B. Project Organization .....	10
	1. Supervision and Training .....	10
	2. Organization Chart (Program & Organization-wide) (See Attachments for Organization Charts	
<b>4.0</b>	<b>Service Delivery</b> .....	12
<b>5.0</b>	<b>Financial</b> .....	20
	See Attachments for Cost Proposal	
<b>6.0</b>	<b>Litigation</b> .....	20
<b>7.0</b>	<b>Attachments</b>	
	A. Cost Proposal	
	SPO-H-205 Proposal Budget	
	SPO-H-206A Budget Justification - Personnel: Salaries & Wages	
	SPO-H-206B Budget Justification - Personnel: Payroll Taxes and Assessments, and Fringe Benefits	
	SPO-H-206C Budget Justification - Travel: Interisland	
	SPO-H-206E Budget Justification - Contractual Services – Administrative	
	B. Other Financial Related Materials	
	Financial Audit for fiscal year ended June 30, 1996	
	A. Organization Chart	
	Program	
	Organization-wide	
	B. Performance and Output Measurement Tables	
	Table A	
	Table B	
	Table C	
	C. Program Specific Requirement	

**INSTRUCTIONS FOR COMPLETING ADAD FORM 200 (04/12)  
EXPENDITURE REPORT**

**CONTRACT PERIOD:** Refer to your approved executed contract (e.g. Fiscal Year July 1,20xx to June 30, 20xx; Calendar Year January 20xx to December 20xx)

**PROVIDER AND ADDRESS:** Enter name and address (as stated in the contract).

**INVOICE FOR THE MONTH:** Enter the *current billing* month (e.g.: July 1, 20xx – July 31, 20xx; August 1-31, 20xx, etc.)

**ASO LOG NO.:** Enter the assigned number, which is located at the bottom left-hand corner of the signed contract.

**PAGE:** Indicate number of pages including any attachment.

**BUDGET CATEGORIES:** Line items are listed in the same order as reflected in the Request for Proposal/contract.

**PRIOR MONTH(S) (column 1):** Enter the actual expenditure applicable to the specific ADAD contract only. If you are doing report for first month, leave this column blank. If you are doing report for the preceding month, this column will show expenditures for prior month(s).

**CURRENT MONTH (column 2):** Enter the actual expenditure applicable to the specific ADAD contract only for *current* month.

**YEAR-TO-DATE (column 3):** Enter the sum of prior month(s) (column 1) and current expenditure (column 2)

**APPR. BUDGET FOR CURRENT YEAR (column 4):** Enter the approved/revised ADAD budget for *the current contract year.*

**EXPENDITURE REPORT**  
 (Contract Period \_\_\_\_\_ to \_\_\_\_\_)

Page \_\_\_ of \_\_\_ Pages

PROVIDER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

INVOICE FOR MONTH: \_\_\_\_\_

ASO LOG NO: \_\_\_\_\_

B U D G E T C A T E G O R I E S	1	2	3	4
	Prior Month(s)	Current Month	Year-to-Date	Appr. Budget for Current Year
<b>A. PERSONNEL COST</b>				
1. Salaries (ATTACH DETAIL)				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
<b>TOTAL PERSONNEL COST</b>				
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island				
2. Airfare, Out-of-State				
3. Audit Services				
4. Contractual Services - Administrative				
5. Contractual Services - Subcontracts				
6. Insurance				
7. Lease/Rental of Equipment				
8. Lease/Rental of Motor Vehicle				
9. Lease/Rental of Space				
10. Mileage				
11. Postage, Freight & Delivery				
12. Publication & Printing				
13. Repair & Maintenance				
14. Staff Training				
15. Subsistence/Per Diem				
16. Supplies				
17. Telecommunication				
18. Transportation				
19. Utilities				
20. Program Activities				
21.				
22.				
23.				
<b>TOTAL OTHER CURRENT EXPENSES</b>				
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>TOTAL (A+B+C+D)</b>				
		<b>For ADAD Use Only</b>		
Prepared By (Please type or print)		Phone		
Signature of Preparer		Date		
Signature of Authorized Official		Date		
Name and Title (Please type or print)				

ADAD Form 200 (04/12)

# Invoice

State of Hawaii-Department of Health  
Alcohol and Drug Abuse Division  
601 Kamokila Blvd., Room 360  
123  
Kapolei, HI 96707  
Phone: (808) 692-7506  
1, 2012  
Fax: (808) 692-7521

Remit to: Provider Name  
1234 Ala Moana Street  
Honolulu, HI 96813  
Phone: (808) 123-4567  
Fax: (808) 123-4567

Invoice #: 1  
ASO LOG #: 13-  
Invoice Date: July

Month	Description	Total
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**Location: Oahu**

July 2012

Service description and service date	<b>\$1,000.00</b>
(e.g. Youth Substance Abuse Prevention Services on the island of Oahu from July 1, 2012 to July 31, 2012)	

## Management Requirements

1. The APPLICANT agrees to comply with the following Personnel Management Requirements. The APPLICANT shall:
  - a. Conduct, at a minimum, a criminal history record check for any person who is employed or volunteers in an administrative or program position. Conduct a fingerprint check for any person who is employed or volunteers whose duties necessitates close proximity to vulnerable populations (e.g., school age children and youth, and the elderly). The APPLICANT shall have a written plan for addressing any findings that result from the criminal history record check. A copy of the criminal history record check and fingerprinting check shall be placed in the employee's or volunteer's personnel file and shall be available for review.
  - b. Conduct an initial orientation for personnel within thirty (30) days of employment for all new employees and document such in the personnel record of the employee. The orientation shall include acquainting staff with the organization's policies and procedures, expected codes of conduct, and expected practices for staff including use of current prevention and/or treatment concepts and program strategies, theory, research, and best practice findings upon which prevention and/or treatment services and programs of the agency are based.
  - c. Maintain and update annually a description of its organization-staffing pattern, including an organization chart showing lines of authority and supervision for prevention and/or treatment services.
  - d. Assure that the APPLICANT's workforce and that of any partnering organizations meets the minimum qualifications set forth by the organization that employs them.
  - e. Assure that all key program staff assigned to the project obtain, maintain, and/or are making progress towards obtaining or maintaining Certified Prevention Specialist ("CPS") and/or Certified Substance Abuse Counselor ("CSAC") credentials. The training and supervision of CPS and CSAC candidates shall be assigned to individuals who have a CPS or CSAC credential or have a bachelors or master's degree and at least one (1) year experience in substance abuse prevention and/or treatment.
  - f. Regularly attend training(s) approved by the Alcohol and Drug Abuse Division ("ADAD"), including but not limited to the Substance Abuse Prevention Skills Training ("SAPST"), and Client Confidentiality Training.
  - g. Ensure that staff receive training in the ADAD management information system and in ADAD's procedures for reporting fulfillment of the Request For Proposal ("RFP") requirements and evaluations of capacity, process, and outcomes.
  - h. Attend substance abuse prevention and treatment providers' meetings as scheduled by ADAD.
  - i. Orient staff and volunteers (if used by the APPLICANT) to comply with client confidentiality issues, program quality assurance requirements and the Code of Ethical Conduct for Prevention Professionals ("CECPP"). The CECPP is included as part of the management requirements.

- j. Develop and implement a written safety plan which includes policies and procedures for handling personal injury, threats, emergencies, or disasters. Post evacuation routes in facilities used by the program.
  - k. Maintain documentation for each employee of an initial tuberculosis (“TB”) skin test or chest X-ray. A copy of the test results shall be placed in the personnel file of each staff member employed by this program.
  - l. Implement a tobacco-free policy that includes electronic smoking devices. ADAD strongly encourages the APPLICANT to implement a tobacco-free campus policy or, at minimum, educate the APPLICANT’s administration (and landlord, if applicable) about the benefits of tobacco-free campus policies.
2. The APPLICANT agrees to comply with the following Administrative Management Requirements. The APPLICANT shall:
- a. Develop and maintain fiscal, statistical, and administrative records pertaining to services as specified by the STATE.
  - b. Establish and implement policies and procedures which clearly identify the target population for each type of service, the program content, and methods of service delivery.
  - c. Review all written and/or audio visual material, at a minimum, biannually by staff and by an advisory board or ad hoc committee to assure that it is relevant, current, and age and culturally appropriate.
  - d. Implement procedures for handling complaints and grievances.
  - e. Familiarize staff with materials available at the Hawaii Prevention Resource Center.
  - f. Obtain prior approval from ADAD for all media and messages intended for public distribution, including but not limited to radio, TV, theater, PowerPoint, video, posters, newsletters, banners, newspaper ads, public service announcements, flyers, and fact sheets.
  - g. Acknowledge the STATE, ADAD, and appropriate federal grant as the APPLICANT’s program sponsors by stating such on displays, public service announcements, written or electronic material distributed by the program.
  - h. Refund to the STATE any funds unexpended or expended inappropriately.
  - i. Under the actual expenditure method of reimbursement, assure that all equipment and unused supplies and materials purchased or developed with funds paid to it shall become the property of the STATE upon completion or termination of the contract.
  - j. Under the actual performance method of reimbursement, assure that program income and/or surplus earned during the Contract period shall be used to further the program objectives; otherwise the STATE will deduct the surplus from the total contract amount in determining the net allowable cost on which the state's share or cost is based.

3. The APPLICANT agrees to comply with the following Quality Assurance and Evaluation Management Requirements. The APPLICANT shall:
- a. Have a quality assurance plan that identifies the mission of the organization, what services will be provided, how they are delivered, who is qualified to deliver them, who is eligible to receive the services, and what standards are used to assess or evaluate the quality and utilization of services.
  - b. Use the quality assurance plan to serve as procedural guidelines for staff and confer upon designated individuals and committees the authority to fulfill their responsibilities in the areas of quality assurance.
  - c. Use the quality assurance plan to serve as a source of information for parties interested in knowing how the program monitors and improves the quality of its services. Findings shall be integrated and reviewed by the quality assurance committee and information conveyed to the program administrator and the organization's executive officer and governing body at least semi-annually.
  - d. Use the quality assurance system to identify strengths and deficiencies, indicate corrective actions to be taken, validate corrections, and recognize and implement innovative, efficient, or effective methods for the purpose of overall program improvement.
  - e. Reflect in its program evaluation documentation of the achievement of the stated goals of the program using tools and measures consistent with the professional standards of the disciplines involved in the delivery of services.

The undersigned (authorized official signing for the APPLICANT organization) certifies that the statements herein are true, complete, and accurate to the best of his or her knowledge, and that he or she is aware that any false, fictitious, or fraudulent statements or claims may subject him or her to criminal, civil, or administrative penalties. The undersigned agrees that the APPLICANT organization shall comply with the terms and conditions of the contract if a contract is awarded as a result of this application.

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Organization Name

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Name of Authorized Representative (Print)

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Title

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Signature of Authorized Representative

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Date

## **Instructions for Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion-Lower Tier Covered Transactions**

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the Department of Health, Alcohol and Drug Abuse Division (“ADAD”) if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact ADAD for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION-LOWER TIER COVERED TRANSACTIONS**

This certification is pursuant to 45 CFR Part 76:

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal Department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

\_\_\_\_\_  
Organization Name

\_\_\_\_\_  
Name of Authorized Representative (Print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

**CERTIFICATION REGARDING LOBBYING**

Title 31, United States Code, Section 1352, entitled "Limitation on use of appropriated funds to influence certain Federal contracting and financial transactions," generally prohibits recipients of Federal grants, contracts, loans, and cooperative agreements from using Federal (appropriated) funds for lobbying the Executive or Legislative Branches of the Federal Government in connection with a SPECIFIC grant, contract, loan, or cooperative agreement. Section 1352 also requires that each person who requests or receives a Federal grant, contract, loan, or cooperative agreement must disclose lobbying undertaken with non-Federal (non-appropriated) funds. These requirements apply to Federal grants, contracts, loans, and cooperative agreements EXCEEDING \$100,000 in total costs (45 CFR Part 93).

The undersigned (authorized official signing for the applicant organization) certifies, to the best of his or her knowledge and belief, that:

- (1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. (Please submit Standard Form-LLL "Disclosure of Lobbying Activities," to the Department of Health, Alcohol and Drug Abuse Division ONLY if it is applicable to your organization as described herein. If needed, Standard Form-LLL and its instructions follow this certification form.)
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

\_\_\_\_\_  
Organization Name

\_\_\_\_\_  
Name of Authorized Representative (Print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date



## INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee of prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of Congress, or an employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1<sup>st</sup> tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment, Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number, Invitation for Bid (IFB) number; grant announcement number, the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.  
  
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.

**CERTIFICATION REGARDING PROGRAM FRAUD CIVIL  
REMEDIES ACT (PFCRA)**

The undersigned (authorized official signing for the applicant organization) certifies that the statements herein are true, complete, and accurate to the best of his or her knowledge, and that he or she is aware that any false, fictitious, or fraudulent statements or claims may subject him or her to criminal, civil, or administrative penalties. The undersigned agrees that the applicant organization will comply with the terms and conditions of the contract if a contract is awarded as a result of this application.

\_\_\_\_\_  
Organization Name

\_\_\_\_\_  
Name of Authorized Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

Public Law 103-227, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by any entity and used routinely or regularly for the provision of health, day care, early childhood development services, education or library services to children under the age of 18, if the services are funded by Federal programs either directly or through the State or local governments, by Federal grant, contract, loan or loan guarantee. The law also applies to children's services that are provided in indoor facilities that are constructed, operated, or maintained with such federal funds. The law does not apply to children's services provided in private residences; portions of facilities used for inpatient drug or alcohol treatment; service providers whose sole source of applicable Federal funds is Medicare or Medicaid; or facilities where WIC coupons are redeemed.

Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 for each violation and/or the imposition of an administrative compliance order on the responsible entity.

By signing this certification, the undersigned certifies that the applicant organization will comply with the requirements of the Act and will not allow smoking within any portion of any indoor facility used for the provision of services for children as defined by the Act.

The applicant organization agrees that it will require that the language of this certification be included in any subawards which contain provisions for children's services and that all subrecipients shall certify accordingly.

The Public Health Services strongly encourages all grant recipients to provide a smoke-free workplace and promote the non-use of tobacco products. This is consistent with the PHS mission to protect and advance the physical and mental health of the American people.

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Organization Name

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Name of Authorized Representative (Print)

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Title

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Signature of Authorized Representative

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Date

**ASSURANCE**  
**Of Compliance with SAMHSA Charitable Choice**  
**Statutes and Regulations**

SAMHSA’s two Charitable Choice provisions [Sections 581-584 and Section 1955 of the Public Health Service (“PHS”) Act, 42 USC 290k, et seq., and 42 USC 300x-65 et seq., respectively] allow religious organizations to provide SAMHSA-funded substance abuse services without impairing their religious character and without diminishing the religious freedom of those who receive their services. These provisions contain important protections both for religious organizations that receive SAMHSA funding and for the individuals who receive their services, and apply to religious organizations and to State and local governments that provide substance abuse prevention and treatment services under SAMHSA grants.

The undersigned PROVIDER agrees that it will comply, as applicable, with the Substance Abuse and Mental Health Services Administration’s (“SAMHSA”) Charitable Choice statutory provisions of sections 581-584 and 1955 of the Public Health Service Act (codified as 42 U.S.C. §§290kk, et seq., and 300x-65) and their governing regulations at 42 C. F. R. parts 54 and 54a, respectively.

\_\_\_\_\_  
Organization Name

\_\_\_\_\_  
Name of Authorized Representative (Print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

# ADAD POLICY AND PROCEDURES FOR CHARITABLE CHOICE

**Purpose: Charitable Choice provisions [Sections 581-584 and Section 1955 of the Public Health Services (PHS) Act, 42 USC 290k, et seq., and 42 USC 300x-65 et seq., respectively] ensures that religious organizations are able to provide SAMHSA-funded substance abuse services without impairing their religious character and without diminishing the religious freedom of those who receive their services.**

1. Religious organization is defined as a non-profit religious organization (42 CFR Parts 54 and 54a).
  - A. Working definitions of faith-based organization (“FBO”)—an organization that has a connection to an organized faith community. (Source: Nelson A. Rockefeller Institute of Government Webpage: [www.rockinst.org](http://www.rockinst.org)).
  - B. Congregation-based FBO is a house of worship that provides treatment or prevention services, e.g. church, synagogue, mosque.
  - C. Religiously-affiliated non-profit agency is a service provider that has 501(c) (3) status and a connection to a religious community at the local (individual congregation), regional (e.g. western states of the U.S.) or national level.
  - D. Faith-based coalition is a coalition of several organizations, some or all of which are faith-based.
  - E. Faith-based intermediary is an organization that provides administrative, fiscal, operational, technical or training assistance to an FBO.
2. Program beneficiary is an individual who receives substance abuse services under a program funded in whole or in part by applicable programs.
3. Program participant is a public or private entity that has received funding under an applicable program
4. Religious organizations may participate in applicable programs as long as they meet the same eligibility requirements applied to any other non-profit private organization and provide services in a manner consistent with the First Amendment of the U.S. Constitution (Establishment and Free Exercise Clauses).
5. No Federal, State or local government agency that receives applicable SAMHSA funds shall discriminate against an organization that is or applies to be a program participant on the basis of its religious character or affiliation.
6. A program participant that receives funds directly from SAMHSA or from State or local governments under applicable programs may not spend such funds on inherently religious activities such as worship, religious instruction or proselytization. Inherently religious activities must be offered separately in time or location from its SAMHSA-funded substance abuse treatment or prevention services. Participation in religious activities must be voluntary for the program beneficiary.

7. A program participant will retain its independence from Federal, State and local governments, including control over the practice and expression of its religious beliefs and internal governance. A program participant may provide substance abuse services in its facilities without having to remove religious art, icons, scriptures or other religious symbols.
8. Religious nondiscrimination requirements of 42 U.S.C. 300x-57(a)(2) and 42 U.S.C. 290cc-33(a)(2) that relate to employment practices do not apply to a program participant if it is a religious corporation, association, educational institution, or society and can demonstrate that its religious exercise would be substantially burdened by application of the religious nondiscrimination requirements to its employment practices. To make this demonstration, a religious program participant must be able to certify that it sincerely believes that employing individuals of a particular religion is important to the definition and maintenance of its religious identity, autonomy, and/or communal religious exercise; it makes employment decisions on a religious basis in analogous programs; the SAMHSA funds would materially affect its ability to provide the type of substance abuse services in question; and that providing the services in question is expressive of its values or mission. Documentation to support these determinations must be maintained and available to SAMHSA upon request.
9. The program participant who identifies themselves as a religious organization is required to provide a Notice of Charitable Choice Rights to all existing and potential program beneficiaries.
  - A. In the provision of substance abuse treatment and/or prevention services and outreach activities, a religious program participant shall not discriminate against any prospective or actual program beneficiary on the basis of:
    1. Religion
    2. a religious belief
    3. a refusal to hold a religious belief
    4. a refusal to actively participate in a religious practice
  - B. If a program beneficiary or prospective beneficiary objects to the religious character of a program participant, such individual is entitled to a referral to another provider of substance abuse services to which that individual has no religious objection.
10. Religious program participant's responsibilities to provide Referral for alternative services
  - A. Each religious program participant receiving SAPT Block Grant funds through the Alcohol and Drug Abuse Division ("ADAD") shall e-mail the following information to the ADAD monitor within seven working days from date of the request for a referral:
    1. Data on every program beneficiary for whom a Charitable Choice referral was made. The program participant shall completely fill out a form, noting the date of the request for alternative services, the date and type of

contact made with the alternative program, and the status of admission into the alternative program.

2. Such individual shall be referred to an alternative provider of services within two (2) working days after the date of the objection and shall be provided with the alternative services within a two (2) week period of time.
  3. A monthly report consisting of the number of Notice of Charitable Choice Rights distributed and the number of referrals made shall be reported to the ADAD monitor via e-mail, by the last working day of the month.
- B. The alternative provider must be located on the same island as the referring program participant and have the capacity to provide comparable services that have a value that is not less than the value of services of the program to which the individual had objected.
  - C. In making such referral, the program participant may refer to the ADAD-designated alternate service provider or consider any list that the State (ADAD) makes available to entities in the geographic area that provides program services.
  - D. Make all such referrals in accordance with all applicable Federal and State confidentiality laws, including, but not limited to, 42 CFR Part 2 (“Confidentiality of Alcohol and Drug Abuse Patient Records”).
  - E. Ensure that the referred program beneficiary makes contact with alternate service provider.
11. A Program Specialist from ADAD’s Treatment Recovery Branch will be designated as the Charitable Choice Monitor and will collect incoming data, monitor compliance, contact program participants not in compliance and notify the Branch Chief of any irregularities. The Branch Chief will notify the Division Chief of all instances of referral irregularities. The Charitable Choice Monitor has the following responsibilities:
- A. Establish a list of program participants required to report on Charitable Choice referrals and check monthly that each program participant has sent in Charitable Choice Referral Reports within seven (7) days of receiving a request.
  - B. Issue a written warning to agencies not responding on time, and notify the Branch Chief. The Branch Chief will then notify the Division Chief.
  - C. Keep a running log of data on each program participant which includes the following information:
    1. Number of Notices provided to all potential beneficiaries.
    2. Number of referrals made by religious objection.
    3. Number of referrals made within two (2) working days.
    4. Number of referrals made in excess of two (2) days.

**Alcohol And Drug Abuse Division**  
**Charitable Choice Reporting Form**  
Complete #1-11 & designate/date for each client referral.  
Complete #1-3, 12-13 & designate/date monthly.  
Email reports: Terri Nakano [terri.nakano@doh.hawaii.gov](mailto:terri.nakano@doh.hawaii.gov)

1. Agency Name:
2. ASO LOG Number:
3. Program Identifier:

**Client Referral Section**

4. Date of Form (MM-DD-YY):  
(Referral Form due to ADAD 7 days after client referral)
5. Client ID:
6. Date of request to alternative provider (MM-DD-YY):
7. Alternative Provider (include I-SATS# if applicable):
8. Date the Referral was made to the alternative provider  
(MM-DD-YY):  
(Date of referral within 2 working days)
9. Contact date with alternative provider(MM-DD-YY):
10. Type of contact with alternative provider:
11. Date client admitted or expected date. Reason if client has not been admitted:

**Charitable Choice Monthly Report**

12. Date of reporting form (MM-DD-YY):
13. Number of notices distributed for the month:
14. Number of referral for the month:

Name of Designate:  
Title:

**ASSURANCE**  
**Of Compliance with SAMHSA’s Provisions Prohibiting**  
**Trafficking in Persons**

Recipients and subrecipients of the Substance Abuse Prevention and Treatment Block Grant and the employees of such recipients and subrecipients are required to comply with SAMHSA’s provisions pursuant to Section 106(g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104). These provisions prohibit severe forms of trafficking in persons, or the procurement of a commercial sex act during the period of time that the Block Grant award is in effect, or the use of forced labor in the performance of the award or subawards under the award.

The undersigned APPLICANT agrees that it will comply with the Substance Abuse and Mental Health Services Administration’s (SAMHSA) Trafficking in Persons provisions below, pursuant to Section 106(g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104). The undersigned APPLICANT also agrees that it will notify the Department of Health, Alcohol and Drug Abuse Division immediately of any information it receives from any source alleging a violation of a prohibition in paragraph a.1 below.

\_\_\_\_\_  
Organization Name

\_\_\_\_\_  
Name of Authorized Representative (Print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**SAMHSA’s Provisions Prohibiting Trafficking in Persons:**  
**Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104)**

- a. **Provisions applicable to a recipient that is a private entity.**
  - 1. You as the recipient, your employees, subrecipients under this award, and subrecipients’ employees may not—
    - i. Engage in severe forms of trafficking in persons during the period of time that the award is in effect;
    - ii. Procure a commercial sex act during the period of time that the award is in effect; or
    - iii. Use forced labor in the performance of the award or subawards under the award.
  - 2. We as the Federal awarding agency may unilaterally terminate this award, without penalty, if you or a subrecipient that is a private entity –

- i. Is determined to have violated a prohibition in paragraph a.1 of this award term; or
    - ii. Has an employee who is determined by the agency official authorized to terminate the award to have violated a prohibition in paragraph a.1 of this award term through conduct that is either—
      - A. Associated with performance under this award; or
      - B. Imputed to you or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, “OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement),” as implemented by our agency in 2 CFR part 376.
  - b. **Provision applicable to a recipient other than a private entity.** We as the Federal awarding agency may unilaterally terminate this award, without penalty, if a subrecipient that is a private entity—
    1. Is determined to have violated an applicable prohibition in paragraph a.1 of this award term; or
    2. Has an employee who is determined by the agency official authorized to terminate the award to have violated an applicable prohibition in paragraph a.1 of this award term through conduct that is either—
      - i. Associated with performance under this award; or
      - ii. Imputed to the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, “OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement),” as implemented by our agency in 2 CFR part 376
  - c. **Provisions applicable to any recipient.**
    1. You must inform us immediately of any information you receive from any source alleging a violation of a prohibition in paragraph a.1 of this award term.
    2. Our right to terminate unilaterally that is described in paragraph a.2 or b of this section:
      - i. Implements section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. 7104(g)); and
      - ii. Is in addition to all other remedies for noncompliance that are available to us under this award.
    3. You must include the requirements of paragraph a.1 of this award term in any subaward you make to a private entity.
  - d. **Definitions.** For purposes of this award term:
    1. “Employee” means either:
      - i. An individual employed by you or a subrecipient who is engaged in the performance of the project or program under this award; or
      - ii. Another person engaged in the performance of the project or program under this award and not compensated by you including, but not limited to, a volunteer or individual whose services are contributed by a third party as an in-kind contribution toward cost sharing or matching requirements.
    2. “Forced labor” means labor obtained by any of the following methods: the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

3. “Private entity”:
  - i. Means any entity other than a State, local government, Indian tribe, or foreign public entity, as those terms are defined in 2 CFR 175.25.
  - ii. Includes:
    - A. A nonprofit organization, including any nonprofit institution of higher education, hospital, or tribal organization other than the one included in the definition of Indian tribe in 2 CFR 175.25(b); and
    - B. A for-profit organization.
4. “Severe forms of trafficking in persons,” “commercial sex act,” and “coercion” have the meanings given at section 103 of the TVPA, as amended (22 U.S.C. 7102).

## ASSURANCE REGARDING DRUG-FREE WORKPLACE

The Hawaii Department of Health, Alcohol and Drug Abuse Division (“ADAD”) is dedicated to providing the leadership necessary for the development and delivery of quality substance abuse prevention, intervention and treatment services for the residents of the State of Hawaii. As a direct recipient of Federal monies to achieve this goal, ADAD must comply with 45 CFR Part 76 to maintain a drug-free workplace.

**Although national, State, and local efforts have begun to show encouraging results, the problem of alcohol and other drug abuse remains a serious issue. In addition to helping to reduce alcohol and other drug abuse, employers with successful drug-free workplace programs report decreases in absenteeism, accidents, downtime, turnover, and theft; increases in productivity; and overall improved morale (source: National Clearinghouse for Alcohol and Drug Information). Because of the overwhelming positive effects of Drug-free Workplace Policies, ADAD requires its prospective APPLICANTS to comply with the following:**

**The undersigned (authorized official signing for the applicant organization) certifies that the applicant will, or will continue to, provide a drug-free workplace by:**

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the APPLICANT’s workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an ongoing drug-free awareness program to inform employees about--
  - (1) The dangers of drug abuse in the workplace;
  - (2) The APPLICANT’s policy of maintaining a drug-free workplace;
  - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
  - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the contract be given a copy of the statement required by paragraph (a) above;
- (d) Notifying the employee in the statement required by paragraph (a), above, that, as a condition of employment under the contract, the employee will --
  - (1) Abide by the terms of the statement; and
  - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five (5) calendar days after such conviction;
- (e) Notifying the Department of Health, Alcohol and Drug Abuse Division (“ADAD”) in writing within ten (10) working days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to ADAD on whose contract activity the convicted employee was working. Notice shall include the Department of Health, Administrative Services Office (“ASO”) contract log number of each affected contract;

For purposes of paragraph (e) regarding agency notification of criminal drug convictions, ADAD has designated the following central point for receipt of such notices:

Department of Health, Alcohol and Drug Abuse Division  
601 Kamokila Boulevard, Room 360  
Kapolei, HI 96707

- (f) Taking one of the following actions, within thirty (30) calendar days of receiving notice under paragraph (d)(2), with respect to any employee who is so convicted--
  - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
  - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency; and
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

**Failure to comply with this policy may be considered a violation of the contract and may result in suspension of payments or termination of the contract.**

In addition to the above requirements, ADAD recommends that the Drug-free Policy be written to include the following, based on The National Clearinghouse for Alcohol and Drug Information (“NCADI”) recommendations:

- (1) **Rationale**, including the reason for the policy, what the policy is designed to do, and how it was developed;
- (2) **Expectations and Prohibitions**, including the employee behaviors that are expected, and exactly what substances and behaviors are prohibited;
- (3) **Consequences and Appeals**, including precisely what will happen if an employee violates the policy, procedures for determining if an employee has violated the policy, and how appeals will be handled; and
- (4) **Benefits and Assurances**, including efforts to help employees comply with the policy, how requests for help will be handled, how employee confidentiality will be protected and how fairness and consistency will be maintained.

*If further assistance is required to develop a suitable Drug-free Workplace Policy, please contact the Center for Substance Abuse Prevention’s (CSAP) Workplace Hotline at 1-800-967-5752.*

\_\_\_\_\_  
Organization Name

\_\_\_\_\_  
Name of Authorized Representative (Print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

# Code of Ethical Conduct for Prevention Professionals

All developing fields need an ethical code to guide behavior. The field of substance abuse prevention needs to develop a code of ethics to serve as a guide for professional conduct. Circumstances and situations often arise in the helping professions that are both complex and difficult to handle. A code of ethics can help us make good decisions when faced with problematic situations.

The following is a set of ethics for prevention professionals to consider. The National Association of Prevention Professionals and Advocates (NAPPA) originally developed these ethical codes. However, this organization is no longer in existence. As an emerging discipline, ethical codes of conduct need to be developed and advanced for the field of prevention to act as a benchmark for positive professional behavior.

## Preamble

The Principles of Ethics are a model of standards of exemplary professional conduct. These Principles of the Code of Ethical Conduct for Prevention Professionals express the professional's recognition of his/her responsibilities to the public, to service recipients and to colleagues. They guide members in the performance of their professional responsibilities and express the basic tenets of ethical and professional conduct. The principles call for commitment to honorable behavior, even at the sacrifice of personal advantage. These Principles should not be regarded as limitations or restrictions, but as goals for which prevention professionals should constantly strive. They are guided by core values and competencies that have emerged in the development of the field.

## Principles

### 1. Nondiscrimination

A prevention professional shall not discriminate against recipients or colleagues based on race, religion, national origin, sex, age, sexual orientation, economic condition, or physical or mental disability, including persons testing positive for HIV. A prevention professional shall broaden his or her understanding and acceptance of cultural and individual differences, and in so doing render services and provide information sensitive to those differences.

### 2. Competence

A prevention professional shall observe the profession's technical and ethical standards, strive continually to improve personal competence and quality of service delivery, and discharge professional responsibility to the best of his or her ability. Competence is derived from a synthesis of education and experience. It begins with the mastery of a body of knowledge and skill competencies. The maintenance of competence requires a commitment to learning and professional improvement that must continue throughout the professional's life.

- A. Professionals should be diligent in discharging responsibilities. Diligence imposes the responsibility to render services carefully and promptly, to be thorough, and to observe applicable technical and ethical standards.
- B. Due care requires a professional to plan and supervise adequately any professional activity for which she or he is responsible.
- C. A prevention professional should recognize limitations and boundaries of competencies and not use techniques or offer services outside his or her competencies. Each professional is responsible for assessing the adequacy of his or her own competence for the responsibility to be assumed.
- D. When a prevention professional is aware of unethical conduct or practice on the part of an agency or prevention professional, he or she has an ethical responsibility to report the conduct or practices to appropriate authorities or to the public.

### III. Integrity

To maintain and broaden public confidence, prevention professionals should perform all professional responsibilities with the highest sense of integrity. Integrity can accommodate the inadvertent error and the honest difference of opinion. It cannot accommodate deceit or subordination of principle.

- A. Personal gain and advantage should not subordinate service and the public trust. All information should be presented fairly and accurately. Each professional should document and assign credit to all contributing sources used in published material or public statements.

- B. Prevention professionals should not misrepresent either directly or by implication professional qualifications or affiliations.
- C. A prevention professional should not be associated directly or indirectly with any services or products in a way that is misleading or incorrect.

**IV. Nature of Services**

Above all, prevention professionals should do no harm to service recipients. Practices shall be respectful and nonexploitative. Services should protect the recipient from harm and the professional and the profession from censure.

- A. Where there is evidence of child or other abuse, the prevention professional shall report the evidence to the appropriate agency and follow up to ensure that appropriate action has been taken.
- B. Where there is evidence of impairment in a colleague or a service recipient, a prevention professional should be supportive of assistance or treatment.
- C. A prevention professional should recognize the effect of impairment on professional performance and should be willing to seek appropriate treatment for himself/ or herself.

**V. Confidentiality**

Confidential information acquired during service delivery shall be safeguarded from disclosure, including—but not limited to—verbal disclosure, unsecured maintenance of records, or recording of an activity or presentation without appropriate releases.

**VI. Ethical Obligations to Community and Society**

According to their consciences, prevention professionals should be proactive on public policy and legislative issues. The public welfare and the individual's right to services and personal wellness should guide the efforts of prevention professionals who must adopt a personal and professional stance that promotes the well-being of all humankind.

The undersigned (authorized official signing for the applicant organization) certifies that the statements herein are true, complete, and accurate to the best of his or her knowledge, and that he or she is aware that any false, fictitious, or fraudulent statements or claims may subject him or her to criminal, civil, or administrative penalties. The undersigned agrees that the applicant organization shall comply with the terms and conditions of the contract if a contract is awarded as a result of this application.

\_\_\_\_\_  
Organization Name

\_\_\_\_\_  
Name of Authorized Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Additional Federal Block Grant Requirements**

In accordance with 42 U.S.C. §300x-21 through §300x-66 and 45 C.F.R., Part 96, Substance Abuse Prevention and Treatment Block Grants; Interim Final Rule, the APPLICANT hereby assures that it shall:

- Not use SAPT Block Grant funds to provide inpatient hospital services.
- Not use SAPT Block Grant funds to make cash payments to intended recipients of health services.
- Not use SAPT Block Grant funds to purchase or improve land, purchase, construct, or permanently improve (other than minor remodeling) any building or other facility, or purchase major medical equipment.
- Not use SAPT Block Grant funds to provide financial assistance to any entity other than a public or nonprofit private entity.
- Not use SAPT Block Grant for the purpose of providing treatment services in penal or correctional institutions of the State.
- Maintain, if applicable, all substance abuse records in confidential manner pursuant to 42 Code of Federal Regulations (42 CFR), Part 2, Confidentiality of Alcohol and Drug Abuse Patient Records, and if necessary resist in judicial proceedings any efforts to obtain access to participant records except as permitted by such regulations.

\_\_\_\_\_  
Organization Name

\_\_\_\_\_  
Name of Authorized Representative (Print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

## **CENTER FOR SUBSTANCE ABUSE PREVENTION (CSAP) STRATEGIES**

Each State/Territory shall develop and implement a comprehensive prevention program which includes a broad array of prevention strategies directed at individuals not identified to be in need of treatment. The comprehensive program shall be provided either directly or through one or more public or nonprofit private entities. The comprehensive primary prevention program shall include activities and services provided in a variety of settings for both the general population as well as targeting sub-groups who are at high risk for substance abuse.

In implementing the prevention program the State shall use a variety of strategies as appropriate for each target group including but not limited to the following:

### ***1. Information Dissemination***

This strategy provides awareness and knowledge of the nature and extent of alcohol, tobacco and drug use abuse and addiction and their effects on individuals, families and communities. It also provides knowledge and awareness of available prevention programs and services. Information dissemination is characterized by one way communication from the source to the audience with limited contact between the two. Examples of activities conducted and methods used for this strategy include (but are not limited to) the following:

- (1) Clearinghouse/information resource center(s);
- (2) Resource directories;
- (3) Media campaigns;
- (4) Brochures;
- (5) Radio/TV public service announcements;
- (6) Speaking engagements;
- (7) Health fairs/health promotion; and
- (8) Information lines.

### ***2. Education***

This strategy involves two-way communication distinguished from the Information Dissemination strategy by the fact that interaction between the educator/facilitator and the participants is the basis of its activities. Activities under this strategy aim to affect critical life and social skills including decision making, refusal skills, critical analysis (e.g. of media messages) and systematic judgment abilities. Examples of activities conducted and methods used for this strategy include (but are not limited to) the following:

- (1) Classroom and/or small group sessions (all ages);
- (2) Parenting and family management classes;
- (3) Peer leader/helper programs;
- (4) Education programs for youth groups; and
- (5) Children of substance abusers groups.

### ***3. Alternatives***

This strategy provides for the participation of target populations in activities that exclude alcohol, tobacco and other drug use. The assumption is that constructive and healthy activities offset the attraction to or otherwise meet the needs usually filled by alcohol, tobacco and other drugs and would therefore minimize or obviate resort to the latter. Examples of activities conducted and methods used for this strategy include (but are not limited to) the following:

- (1) Drug free dances and parties;

- (2) Youth/adult leadership activities;
- (3) Community drop-in centers; and
- (4) Community service activities.

#### **4. *Problem Identification and Referral***

This strategy aims at identification of those who have indulged in illegal/age-inappropriate use of tobacco or alcohol and those individuals who have indulged in the first use of illicit drugs in order to assess if their behavior can be reversed through education. It should be noted, however, that this strategy does not include any activity designed to determine if a person is in need of treatment. Examples of activities conducted and methods used for this strategy include (but are not limited to) the following:

- (1) Employee assistance programs;
- (2) Student assistance programs; and
- (3) Driving while under the influence/driving while intoxicated education programs.

#### **5. *Community-Based Process***

This strategy aims to enhance the ability of the community to more effectively provide prevention and treatment services for alcohol, tobacco and drug abuse disorders. Activities in this strategy include organizing, planning, enhancing efficiency and effectiveness of services implementation, inter-agency collaboration, coalition building and networking. Examples of activities conducted and methods used for this strategy include (but are not limited to) the following:

- (1) Community and volunteer training (e.g. neighborhood action training, training of key people in the system, state/officials training.);
- (2) Systematic planning;
- (3) Multi-agency coordination and collaboration;
- (4) Accessing services and funding; and
- (5) Community team-building.

#### **6. *Environmental***

This strategy establishes or changes written and unwritten community standards, codes and attitudes, thereby influencing incidence and prevalence of the abuse of alcohol, tobacco and other drugs used in the general population. This strategy is divided into two subcategories to permit distinction between activities, which center on legal and regulatory initiatives and those which relate to the service and action-oriented initiatives. Examples of activities conducted and methods used for this strategy shall include (but not be limited to) the following:

- (1) Promoting the establishment and review of alcohol, tobacco and drug use policies in schools;
- (2) Technical assistance to communities to maximize local enforcement procedures governing availability and distribution of alcohol, tobacco and other drug use;
- (3) Modifying alcohol and tobacco advertising practices; and
- (4) Product pricing strategies.

*Source: Federal Register, Vol 58 No 60, Department of Health and Human Services 45 CFR Part 96 Substance Abuse Prevention and Treatment Block Grants, Interim Final Rule, Wednesday March 31, 1993*

# SAMPLE LETTER OF COLLABORATION

Print on letterhead

Letter of Collaboration between  
Youth Coalition Name  
And  
Sector Representative/Partner Organization Name

I/we, sector representative/partner organization name, hereby declare my/our intent to collaborate with your coalition name in support of ongoing local efforts to implement the Strategic Prevention Framework to reduce underage drinking among youth ages 12-17 and young adults ages 18-20 in name of your community. I/we am/are committed to working together with other community partners to make name of your community a healthier and safe place to live.

Understanding that strategies will be determined over the next year and that the needs of the coalition will change, I/we commit to the following:

- Serve as a member of the your coalition name or of a sub-committee
- Provide expertise to the coalition name as needed on topics regarding \_\_\_\_\_
- Serve as a coalition officer
- Participate in community assessment activities (completing surveys, participating in focus groups, providing information about our organization),
- Offer in-kind support through staff time
- Offer in-kind donations of meeting space, office supplies, or other materials
- Assist in communications by disseminating information relevant to the project to our local affiliate
- Participate in trainings related to the SPF
- Participate in local strategic planning activities
- Offer other financial support to further the work of the coalition
- Assist in recruiting new coalition members or volunteers for community events
- Other \_\_\_\_\_

Additional Narrative regarding the sector representative/partner organization's intent to collaborate.

We value efforts to sustain the work of your coalition name and intend to maintain involvement through the duration of the project and after the funding ends.

The collaborative nature of this project requires ongoing and meaningful engagement by a comprehensive group of community partners. We support a coordinated approach and are committed to the success of the project.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Name

Title

Organization/Sector